



City of Rockaway Beach

Planning Commission Meeting Agenda

Date: Thursday, March 21, 2024
Time: 5:00 P.M.
Location: Rockaway Beach City Hall, 276 HWY 101 - Civic Facility

Watch live stream here: <https://corb.us/live-stream>
View meeting later here: <https://corb.us/planning-commission/>

Join here to attend remotely:

Planning Commission Meeting

Meeting ID: 838 0270 6109

Passcode: 544989

Dial by your location

253 215 8782 US (Tacoma)

1. **CALL TO ORDER** – Bill Hassell, Planning Commission President
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
President: Bill Hassell
Commissioners: Pat Olson, Zandra Umholtz, Sandra Johnson, Georgeanne Zedrick, Stephanie Winchester, and Nancy Lanyon
City Councilors: Charles McNeilly, Mayor; and Mary McGinnis, Planning Commission Liaison
4. **APPROVAL OF MINUTES**
 - a. February 15, 2024 Meeting Minutes
5. **PRESENTATIONS, GUESTS & ANNOUNCEMENTS** – None Scheduled
6. **STAFF REPORTS**
7. **PUBLIC HEARING** – None Scheduled
8. **CITIZEN INPUT ON NON-AGENDA ITEMS**
9. **OLD BUSINESS**
 - a. Review of New Draft Planning Commission Ordinance
10. **NEW BUSINESS**
 - a. Discussion of Partition Definition
 - ~~b. Discussion of Business Façade & Community Grant Programs~~
 - c. Review of Zoning Code Updates for Coming Year
11. **PLANNING COMMISSION COMMENTS & CONCERNS**
12. **ADJOURNMENT**



City of Rockaway Beach

Planning Commission Meeting Minutes

Date: Thursday, February 15, 2024
Location: Rockaway Beach City Hall, 276 HWY 101 - Civic Facility

1. CALL TO ORDER

Planning Commission President Hassell called the meeting to order at 5:00 p.m.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Start time: [05:00:57 PM \(00:00:18\)](#)

[Position #2 - Stephanie Winchester: Present](#)

[Position #3 - Pat Olson: Present](#)

[Position #7 - Georgeanne Zedrick: Excused](#)

[Position #5 - Bill Hassell: Present](#)

[Position #1 - Zandra Umholtz: Present](#)

[Position #4 - Sandra Johnson: Present](#)

[Position #6 - Nancy Lanyon: Present](#)

Commission President: Bill Hassell

Commissioners: Pat Olson, Zandra Umholtz, Sandra Johnson, Stephanie Winchester, and Nancy Lanyon

Excused: Georgeanne Zedrick

Councilors Present: Charles McNeilly, Mayor; and Mary McGinnis, Planning Commission Liaison.

Staff Present: Mary Johnson, City Planner; Luke Shepard, City Manager; and Melissa Thompson, City Recorder

4. APPROVAL OF MINUTES

Start time: [05:01:26 PM \(00:00:47\)](#)

- a. January 18, 2024 Meeting Minutes
- b. January 25, 2024 Special Meeting Minutes

Thompson noted a correction to the January 18, 2024 Meeting Minutes

Johnson made a **motion**, seconded by Umholtz, to approve the January 18, 2024 minutes as corrected.

The **motion carried** by the following vote:

[Position #4 - Sandra Johnson: Motion](#)
[Position #1 - Zandra Umholtz: 2nd](#)
[Position #2 - Stephanie Winchester: Approve](#)
[Position #3 - Pat Olson: Approve](#)
[Position #5 - Bill Hassell: Approve](#)
[Position #1 - Zandra Umholtz: Approve](#)
[Position #4 - Sandra Johnson: Approve](#)
[Position #6 - Nancy Lanyon: Approve](#)

Johnson made a **motion**, seconded by Umholtz, to approve the January 25, 2024 minutes as presented.

The **motion carried** by the following vote:

[Position #4 - Sandra Johnson: Motion](#)
[Position #1 - Zandra Umholtz: 2nd](#)
[Position #2 - Stephanie Winchester: Approve](#)
[Position #3 - Pat Olson: Approve](#)
[Position #5 - Bill Hassell: Approve](#)
[Position #1 - Zandra Umholtz: Approve](#)
[Position #4 - Sandra Johnson: Approve](#)
[Position #6 - Nancy Lanyon: Approve](#)

5. **PRESENTATIONS, GUESTS & ANNOUNCEMENTS** – None Scheduled
6. **STAFF REPORTS**

Start time: [05:03:08 PM \(00:02:29\)](#)

City Planner Johnson reported updates on zoning permits approved in January 2024, the Anchor Street project, Lake Lytle dock improvements, the Salmonberry Trail project, FEMA Community Assessment Visit, and middle housing code updates.

City Planner Johnson explained that she would provide a staff report in the coming weeks regarding FEMA's requirements for fuel tanks in certain flood zones.

Shepard provided updates on the Lake Lytle restroom project, and recent City Council action adopting an ordinance giving the Council authority to set a cap on short-term rentals (STRs). There was discussion regarding the provisions in the ordinance, the resolution that will set the cap, transient room tax revenue, concerns regarding lack of workforce housing, and concerns about allowing for growth of full-time residents. It was noted that the resolution setting the cap would include provision providing for an annual review.

McGinnis commented on a presentation at the February 14, 2024 City Council meeting regarding the Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Grant Program and encouraged the Commission to view the recording of the presentation.

7. **PUBLIC HEARING** – None Scheduled

8. CITIZEN INPUT ON NON-AGENDA ITEMS

Start time: [05:22:59 PM \(00:22:20\)](#)

No audience members wished to comment.

9. OLD BUSINESS

a. Discussion of New Planning Commission Ordinance

Start time: [05:23:19 PM \(00:22:40\)](#)

City Planner Johnson referred the Commission to the redline/strikethrough version of the current Planning Commission Ordinance that was included in the agenda packet, noting that the number of provisions marked for deletion illustrated that it would be best to repeal and replace the existing Ordinance.

The Commission and staff reviewed and discussed the draft of the new Planning Commission Ordinance, along with examples of ordinances from other jurisdictions included in the meeting packet. Commissioners made suggestions for changes to the draft ordinance. There was discussion regarding providing a process to refer suggested projects and desires to the City Council.

City Planner Johnson explained that she would revise the draft ordinance for further review next month.

10. NEW BUSINESS – None Scheduled

11. PLANNING COMMISSION COMMENTS & CONCERNS

Start time: [05:57:16 PM \(00:56:37\)](#)

Olson inquired about the zoning approval for a food truck park downtown. City Planner Johnson confirmed that the lot was located next to El Trio Loco, and would include 5 food carts. There was brief discussion about the history of the property. McGinnis commented that the food cart ordinance might need review.

Commission Johnson thanked City Planner Johnson for providing all of the examples of Planning Commission ordinances. She thanked the Mayor, City Council and staff for their hard work related to the City Council meeting on February 14, 2024.

Umholtz commented that she loved the City, and that there was a great group between the Planning Commission, City Council and staff. Umholtz shared that she was proud to be here and commented on the heart and soul that everyone puts into their work for the City.

Hassell expressed thanks and congratulations to the Planning Commission. He commented on the website search function and suggested an index to major topics. Shepard commented that the answer was a new platform.

Winchester commented that she appreciated the hot topic links on the website homepage.

McGinnis commented that she was filled with pride for the Planning Commission, and everything they were accomplishing.

City Planner Johnson commented that there were no hearings scheduled for the next meeting. Shepard noted that the City would be gearing up for work with Cascadia Partners on the Middle Housing Code Updates, but it had been a bit delayed. City Planner Johnson clarified for the Commission that Cascadia Partners would provide any necessary background information for the code update process.

McNeilly provided comments on homes going in on North Falcon. There was brief discussion regarding the approval process for subdivisions and partitions related to infrastructure improvements and the impact on emergency services. Shepard suggested the relevant code section could be reviewed at a future meeting.

12. ADJOURNMENT

Start time: [06:09:19 PM \(01:08:40\)](#)

Olson made a **motion**, seconded by Umholtz, to adjourn the meeting at 6:09 p.m.

The **motion carried** by the following vote:

[Position #3 - Pat Olson: Motion](#)

[Position #1 - Zandra Umholtz: 2nd](#)

[Position #2 - Stephanie Winchester: Approve](#)

[Position #3 - Pat Olson: Approve](#)

[Position #5 - Bill Hassell: Approve](#)

[Position #1 - Zandra Umholtz: Approve](#)

[Position #4 - Sandra Johnson: Approve](#)

[Position #6 - Nancy Lanyon: Approve](#)

MINUTES APPROVED THE
21ST DAY OF MARCH 2024

William Hassell, President

ATTEST

Melissa Thompson, City Recorder

§ 31.01 PLANNING COMMISSION.

- A. *Establishment.* The Rockaway Beach Planning Commission is established, and shall have the authority and responsibility provided by this code and State Law.
- B. *Duties and powers.* The Planning Commission is the appointed citizen body that provides recommendations to the City Council on land use policies; makes land use decisions on planning applications; and provides a public forum for community values, visioning and strategic thinking on long range planning. The Planning Commission shall have the following duties:
 - 1. Review those land use applications within its jurisdiction pursuant to applicable law.
 - 2. Review and act on quasi-judicial decisions on land use applications and appeals of land use decisions pursuant to the City's land use procedures.
 - 3. Periodically review the Comprehensive Plan, as prioritized ~~in~~ by the City Council through its goal setting process or as otherwise directed by the City Council.
 - 4. Act as the Citizen Involvement Committee within the City of Rockaway Beach Urban Growth Boundary. As directed by the City Council, this role may include working with stakeholder groups or citizen advisory committees, to help inform refinement and other land use plans, and/or facilitating community engagement on land use issues with groups such as neighborhood associations or coalitions.
 - 5. Make recommendations to the City Council on Type IV legislative land use actions.

C. *Membership.*

- 1. The Rockaway Beach Planning Commission shall consist of seven **voting** members. The Commission members shall be appointed by the City Council.
- 2. A minimum of six members shall be legal residents of the City. One member may be a registered voter in Tillamook County and living as a full-time resident within the City's Urban Growth Boundary.
- 3. No more than two voting members may engage principally in the buying, selling or developing of real estate for profit as individuals, or be members of any partnership, or officers or employees of any corporation that is engaged principally in the buying, selling or developing of real estate for profit. No more than two voting members shall be engaged in the same kind of business, trade or profession.
- 4. ~~Not more than two members may be city officials who shall serve as ex-officio nonvoting members.~~ **The Mayor shall serve as an ex-officio nonvoting member. The Mayor shall excuse themselves from the Planning Commission meeting prior to any land use hearing or land use application discussion.**

Commented [CP1]: Clarification

Commented [CP2]: Edited to reflect the City Charter, over the ORS.

** Allowing for a liaison role, as well as two additional ex-officio members to the PC, may cause quorum issues in for appealed land use matters.

5. The Mayor may nominate a Councilor to the liaison position as deemed necessary, subject to the consent of the City Council by Resolution. The Mayor will consider the Council liaison appointment in January of every year. The Council liaison is a non-voting position and is not a member of the Planning Commission. The role of Council liaison is to provide avenue of communication between the Planning Commission and the Council. The liaison shall report to the Planning Commission on the general status of the City Council and items relevant to the work of the Planning Commission. The Council liaison shall excuse themselves from the Planning Commission meeting prior to any land use hearing or land use application discussion.

Commented [CP3]: From City Charter

Commented [CP4]: From Keiser

Commented [CP5]: From Sherwood

6. Members shall hold office for four years. ~~Any vacancy shall be filled by the City Council for the unexpired portion of the term.~~ A member may be removed by the City Council, after hearing, for misconduct or nonperformance of duty.

7. A vacancy shall be filled by the Mayor with approval of the City Council for the unexpired portion of the term.

8. At its first meeting each July, the Planning Commission shall elect a President and Vice-President to serve one-year terms. The President and Vice-President shall be voting members.

9. Four voting members of the Planning Commission shall constitute a quorum.

Commented [CP6]: Clarification

10. The Planning Commission may make and alter rules and regulations for its government and procedure consistent with the laws of Oregon, the City Charter and Ordinances.

11. The Planning Commission shall meet at least once a month, unless business does not require such a meeting, in which case the President, with the consent of the City Manager, may cancel such meeting. Planning Commission meetings shall be held at such times and places fixed by the Commission.

12. Members of the Planning Commission shall receive no compensation for their services, but shall be reimbursed for duly authorized expenses.

Commented [CP7]: Added back in from our original Ordinance

13. City staff shall perform administrative functions for the Planning Commission. All recommendations and suggestions by the Planning Commission shall be made in writing by City staff and presented for consideration to the City Council at their monthly meeting in a report.

Commented [CP8]: Added in to provide procedure for how Planning Commission recommendations & suggestions may be brought to the City Council.

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Rockaway Beach Subdivision Ordinance

- (9) Parcel: A unit of land that is created by a partitioning of land.
- (10) Partition: Either an act of partitioning land or an area or tract of land partitioned as defined in this Section.
- (a) Major Partition: A partition which includes the creation of a street.
- (b) Minor Partition: A partition that does not include the creation of a street.
- (11) Partition Land: To divide land into two or three parcels of land within a calendar year, but does not include:
- (a) A division of land resulting from a lien foreclosure, foreclosure of a recorded contract for the sale of real property or the creation of cemetery lots.
- (b) An adjustment of a property line by the relocation of a common boundary where an additional unit of land is not created and where the existing unit of land reduced in size by the adjustment complies with any applicable zoning ordinance requirement.
- (c) A sale or grant by a person to a public agency or public body for State highway, County road, City street or other right of purposes provided such road or right-of-way conforms with the Comprehensive Plan and ORS 215.213(2)(g) to (s) and ORS 215.283(2)(p) to (r).
- (12) Partition Plat: A final map and other writing containing all the descriptions, locations, specification, provisions and information concerning a major or minor partition.
- (13) Pedestrian Way: A right-of-way for pedestrian traffic.
- (14) Person: A natural person, firm, partnership, association, social or fraternal organization, corporation, trust, estate, receiver, syndicate, branch of government, or any group or combination acting as a unit.
- (15) Planning Commission: The City Planning and Zoning Commission of the City.
- (16) Plat: A final subdivision plat, replat or partition plat.
- (17) Replat: A final map of the reconfiguration of lots and easements of a recorded subdivision or partition plat and other writings containing all the description, locations, specifications, dedications, and provisions and information concerning a recorded subdivision.
- (18) Right-of-Way: The area between the boundary lines of a street or other easement.
- (19) Roadway: The portion of a street right-of-way developed for vehicular traffic.
- (20) Sidewalk: A pedestrian walkway with rock or paved surfacing.
- (21) Street: A public or private way being the entire width from lot line to lot line that is created to provide ingress or egress for persons to one or more lots, parcels, areas or tracts of land and including the term 'road', 'highway', 'lane', 'avenue', 'alley' or similar designations.
- (a) Alley: A narrow street through a block which affords only secondary means of access to abutting property at the rear or sides thereof.
- (b) Arterial: A street of considerable continuity which is primarily a traffic artery for intercommunication among large areas

Rockaway Beach Subdivision Ordinance

(c) Collector: A street supplementary to the arterial street system and a means of intercommunication between this system and smaller area; used to some extent for through traffic and to some extent for access to abutting properties.

(d) Cul-de-sac: (Dead End Street) A short street having one end open to traffic and being terminated by a vehicle turnaround.

(e) Half street: The dedication of a portion only of the width of a street, usually along the edge of a subdivision, where the remaining portion of a street has been or could be dedicated in another subdivision.

(f) Marginal access street: A minor street parallel and adjacent to a major arterial street, providing access to abutting properties, but protected from through traffic.

(g) Minor street: A street intended primarily for access to abutting properties.

(22) Subdivide Land: To divide an area or tract of land into four or more lots within a calendar year.

(23) Subdivision: Either an act of subdividing land or an area or tract of land subdivided as defined in this section.

(24) Subdivision Plat: A final map and other writing containing all the descriptions, locations, specifications, dedications, provisions and information concerning a subdivision.

Section 5. PROCEDURE FOR REVIEW.

(1) Prior to the filing of a tentative plan, a subdivider shall submit to the City Recorder plans and other information concerning a proposed or contemplated development. The City Recorder shall then, within thirty-five (35) days, schedule a conference with the subdivider, City Engineer, and City Planner on such plans and other data, and make recommendations to the subdivider as shall seem proper regarding such plans or other data, and shall recommend consultation by the subdivider with other public or private agencies as may be disclosed by the plans to be interested. This subdivision conference is an optional procedure which may be elected by the subdivider and is not required by this ordinance.

(2) The applicant shall submit ten (10) copies of a tentative plan, a completed application form and a fee as required by Section 49. The tentative plan shall follow the format outlined in Sections 6 and 7.

(3) The City shall review the submitted tentative plan to determine whether the application is complete. If the application is complete, a public hearing before the Planning Commission shall be scheduled. If the application is incomplete, the applicant will be informed of the additional information that is required. Upon submission of that information, a public hearing will be scheduled.

(4) Public notice shall be mailed to property owners within 200 feet of the boundary of the proposed subdivision. The content of the public notice shall be in accordance with Section 11.040(1) of the Zoning Ordinance.

(5) The City Recorder shall transmit one (1) copy of the tentative subdivision plan to the City Engineer, all affected special districts and any county, state or federal agency that may have an interest in the proposed subdivision. Written comments will be incorporated into the record of the public hearing.

(6) The City Recorder shall notify the subdivider of the requirement to file a statement of water rights and if a water rights is appurtenant, a copy of the acknowledgment from the Water Resources Department must be attached before the county recording officer may accept the plat of the subdivision for recording pursuant to ORS 92.120.

(7) The Planning Commission shall hold a public hearing on the tentative subdivision plan in accordance with Section 11.060 of the Zoning Ordinance.

(8) The Planning Commission shall make a decision on the tentative subdivision plan in accordance with Section 11.060 of the Zoning Ordinance.

**2023-2024
FACADE IMPROVEMENT GRANT**



**Funds Available: \$200,000
Maximum Request: \$20,000**

Grant is made possible by City of Rockaway Beach lodging tax funds

**Grant opens: October 1, 2023
Deadline: December 15, 2023 at 11:59pm**

**Download application at
visitrockawaybeach.org/grants
(Select the Facade Improvement Grant link)**

3

Grant process managed by Tillamook Coast Visitors Association

For questions and support, contact:
**Marni Johnston at 503-842-2672, ext. 3
or marni@tillamookcoast.com**

OVERVIEW



The City of Rockaway Beach designed the **Facade Improvement Grant** to assist in making buildings more attractive and accessible to visitors through repairs, painting, ADA entries and bathrooms, and other projects. First impressions count: **the look of a town is its best advertising, and encourages more business development and economic vitality.** This grant is funded with lodging tax collected by the city and is compliance with use of the tax as a way to encourage more visitation.

The City of Rockaway Beach is offering a **\$200,000 grant fund** to help tourism-related businesses improve the look of their storefronts. **Applicants may request up to \$20,000 with no match required (any amount over \$20,000 is the responsibility of the business owner).**

Grant funds will be provided as quarterly reimbursements upon submission of approved and paid invoices. Projects must be completed within 6 months from approval of grant or issuance of building permit when required. One additional 6-month extension may be approved and must be requested prior to the initial six-month deadline.

PROMOTIONAL CAMPAIGN

When the facade improvement projects are finished, Tillamook Coast Visitors Association, as the marketing administrator for the City of Rockaway Beach, will develop a strategic communications plan that showcases a promotional theme along the lines of "We're all dressed up and waiting for you."

The campaign will include a series of press releases, newsletters, stories and videos on the welcoming appeal and feel of the town. New photography will be done, which will be shared with business owners use on websites, social media and other marketing efforts.

Visitrockawaybeach.org website will showcase new photos, videos and stories

GRANT MANAGEMENT

In partnership with the city of Rockaway Beach, Tillamook Coast Visitors Association (TCVA) is tasked with managing the grant application process and contract management for the program. TCVA serves as the main point of contact for applicants and grant recipients. TCVA will execute contracts with awardees, issue grant reimbursements, and manage project contracts.



Each grant recipient will be required to execute a grant agreement with TCVA and provide all project management and oversight for all phases of the project. TCVA will disburse funds to grant recipients on a **reimbursement basis only** in accordance with terms of the grant agreement. Each grant recipient must also comply with federal, state, and local public contracting rules, regulations and permits, provide quarterly progress reports to TCVA, and submit a project completion report. Successful applicants will be required to submit contract signatures, project reporting, and reimbursement requests.

2024 Grant Funds Available: \$200,000

Maximum Grant Request: \$20,000

GRANT TIMELINE

Applications open & publication of notice

October 2, 2023

Applications due, 11:59pm

December 15, 2023

Grant completeness review by Tillamook Coast Visitors Assoc.

December 20, 2023

Planning commission review

by January 5, 2023

Approved applications submitted to city council

by January 10, 2023

Notifications to grantees; grant contracts sent to recipients

January 31, 2024

Project deadline - 6 months from BOCC decision

July 31, 2024

Eligible Applicants

- Property owners of buildings in Rockaway Beach commercial zones that include for-profit, tourism-based businesses.
- Business owners or tenants of commercial buildings operating tourism-based businesses with written consent of property owner.
- Applicants must have a current business license and show proof that property and other taxes are current.
- Applicants may only have one active/open grant at any time with the City of Rockaway Beach.
- Preference will be given to first-time grant recipients

ELIGIBILITY

Eligible Projects

Funds must be used for existing exterior façade improvements on commercial buildings supporting the tourism industry in compliance with City of Rockaway Beach ordinances. Funds may also be used to improve ADA access.

- Cleaning, preparation and painting of exterior walls and trim, including murals or similar artwork
- Repair, replacement or installation of awnings, windows, exterior lighting and doors
- Repairs or reconstruction of entryways, including removal of barriers for those with disabilities (ADA entrance ways)
- Repair, replacement or installation of exterior masonry or siding materials
- Removal of signs (for new signs, apply for marketing grant – will link to this)
- Work on cornices, gutters and downspouts
- Asbestos/hazardous material abatement
- Add/improve ADA accessibility (i.e. improvements to floorspace, ADA rooms with roll-in showers, ADA fixtures, etc.)
- Attractive fencing to reduce traffic noise/visuals for outdoor dining areas located along Highway 101
- Beautification elements, such as planters, benches or other streetscaping

Ineligible Projects

- Refinancing of existing debt
- Interior improvements
- Roofs – exception: roof area that extends over entryway awnings
- Structural foundations
- Financing of inventory
- Financing of building acquisition
- Working capital
- Landscaping
- Non-profit organizations

APPLICATION PROCESS

- Grant application is available for download at <https://visitrockawaybeach.org/grants>
- Be sure to **download the application to your hard drive** and save it as your company name and project. It is a fillable PDF.
- **Upload the completed application at visitrockawaybeach.org/grants using the SUBMIT button. Applications must be submitted no later than**
- **11:59pm-Monday, December 11, 2023**
- Applications will first be reviewed for eligibility and completeness, then reviewed by the Planning Commission. The Planning Commission will make recommendations to the City Council of Rockaway Beach, which will have final approval for grant awards.
- For questions on the grant application, or project eligibility, **contact Marni Johnston at marni@tillamookcoast.com or call 503-842-2672, ext. 3**

PROJECT CHECKLIST

- ✓ **Complete Application**
- ✓ **Attach photographs, designs, drawings, quotes, estimates as needed**
- ✓ **Attach permit. and written permission of building owner if business not owner.**
- ✓ **Attach budget, using the application budget form**

*Preferred delivery format is one combined PDF with all documents in order listed above. Will accept multiple document uploads if titled with in the following format: [Organization Name, Page 1 of X] You will receive an email confirmation of receipt within 48 hours of upload. It is the applicant responsibility to verify successful receipt of the application. **If confirmation is not received in the allotted time frame, contact Marni Johnston at marni@tillamookcoast.com***

BUSINESS INFORMATION

Business Name

Contact Name

Phone Number

Business Type

Physical Address

Mailing Address

Employer Identification Number (EIN)

Do not enter Social Security Number. Type 'SSN' if you are a sole proprietor.

Company Principals

Name	Title	% Ownership
Name	Title	% Ownership
Name	Title	% Ownership

Ownership totals should equal 100%. Use comments section to add additional information if necessary.

Grant Request

Total Project Cost

**This number is not required to be different than the grant request.*

Project Description

Answers must fit in the space with provided formatting.

Provide a complete description of the facade improvement project's intended function, design, and structural components. If relevant, attach a drawing of the plan showing its position on the property.

What are the anticipated challenges in completing this project on time?

Please list the contractors, estimates and predicted timelines provided for this project.

RB

TCVA

For review purposes

PROJECT WORK PLAN

The project work plan highlights key objectives of your application, how you plan to achieve them, and how you intend to measure the impacts.

The work plan describes project goals. Each goal further defines the following:

- Budget amount per goal
- Key action steps
- Timeline to complete each step
- Expected outcome for each step
- Evaluation method for each step

Complete the template below. Limited to three goals in the formatting provided. However, not required to use all space provided.

****Total of 'Budget to Complete Goal' entries should equal total on budget!***

Goal #1:

Budget to Complete Goal:

Key Action Steps	Timeline	Expected Outcome	Evaluation Method



Goal #2:

Budget to Complete Goal:

Key Action Steps	Timeline	Expected Outcome	Evaluation Method

Goal #3:

Budget to Complete Goal:

Key Action Steps	Timeline	Expected Outcome	Evaluation Method

5

PROJECT BUDGET

The project budget ties to the work plan and further describes the costs involved to complete each goal. It is important that the total budget amount align with the project goals. A realistic budget is one of the five areas in which the application is scored. Although not required, seeking quotes to accompany the budget and work plan adds to the reliability of the budget request.

INCOME	
City of Rockaway Beach Façade Improvement Grant Request	BUDGET
OTHER INCOME	
<i>(Matching amounts are NOT required, but if your project exceeds the grant limits, use this section to add additional funding sources.)</i>	
TOTAL INCOME	

EXPENSES					
Line Item	Description	Tentative Vendor	Estimate Obtained (Yes/No)	Associated with Project Goal #	BUDGET
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
*Total Income should equal Total Expenses					TOTAL EXPENSES



AUTHORIZATION & CERTIFICATION

Initial the following authorization and certifications that apply:

I am an eligible applicant. Applicants must operate in Rockaway Beach and be a business engaged in tourism activities.

My project fits within eligible use of tourism funds. Applicants will be required to provide information to support accountability for use of the funds in compliance with the application requirements for Transient Lodging Taxes as outlined in ORS 320.300:

1. "Tourism" means economic activity resulting from tourists.
2. "Tourist" means a person who, for business, pleasure, recreation or participation in events related to the arts, heritage or culture, travels from the community in which that person is a resident to a different community that is separate, distinct from and unrelated to the person's community of residence, and that trip:
 - a. Required the person to travel more than 50 miles from the community of residence; or
 - b. Includes an overnight stay.
3. "Tourism promotion" (as it relates to this grant) means any of the following activities:
 - a. Advertising, publicizing or distributing information for the purpose of attracting and welcoming tourists;
 - b. Marketing special events and festivals designed to attract tourists.

I agree to enter into a contract with TCVA upon grant approval on behalf of the City of Rockaway Beach. I agree to provide progress and completion reports as outlined in the grant award letter and grant contract. Failure to properly prove use of funds will result in disqualification of reimbursement and subject to repayment of disbursed funds.

I agree to provide a W9-Request for Taxpayer Identification Number & Certification as needed. I certify that the Federal Employer Identification Number and business type provided in the above application is accurate and the organization is not subject to back-up withholding. **OR** I do not have an EIN and will provide a W9 with my social security number before funds are disbursed. I understand that grant funds received will be issued on a year-end 1099 as 'Other Income.'

I agree to provide project management and oversight. Applicant activities must be well-documented and completed according to the grant contract timelines and as outlined in the grant application. TCVA's sole responsibility will be to process draw down requests and ensure Grantee's compliance with the grant contract. TCVA will provide overall guidance on best practices, vendor selection, and contract language through the cohort meetings. Subsequent changes to the project will be included as contract amendments.

I give permission to the city of Rockaway Beach to use my project for public information, promotional, and educational purposes. Applicants understand that the information supplied throughout the course of the project will be used to promote success stories and project deliverables. Information may be released to the media, social media channels, governmental legislative bodies or used in promotional materials intended for public release.

My company has an anti-discrimination policy. The policy states that my company does not discriminate with respect to race, color, creed, sex, age, national origin, disability, religion or sexual orientation and comply with affirmative action programs and all applicable federal, state or local laws.

I agree to provide necessary insurance coverage. Applicants are required to provide insurance coverage or event permits required pursuant to the marketing and promotions project.

AUTHORIZATION. I certify to the best of my knowledge that all information, contained in this application, including all attachments and certifications, is valid and accurate. I further certify that the application has been reviewed and approved by the authorized owner(s), managers with appropriately delegated authority and/or in accordance with the organization's articles of incorporation or organization.

Signature

Date

Printed Name

Title

CITY OF CARSON

**CITYWIDE FAÇADE
IMPROVEMENT PROGRAM**



PROGRAM GUIDELINES

APPLICATION

The Citywide Façade Improvement Program (“Program”) provides financial assistance to eligible property owners for the renovation of commercial buildings and structures within the City of Carson Commercial Areas (collectively “Target Areas”).

The goal of this project is to facilitate commercial revitalization, stimulate private investment, preserve and beautify the commercial corridors, upgrade the physical image of the city, and to generate shopping, tourism, and a pleasant walking environment by improving the visual aesthetics of the Target Areas with enhancements in design, color schemes and building façades through the use of the City of Carson (“City”) Funds.

The program objective is to provide financial assistance to property owners to perform eligible façade improvements and correct certain code violations to commercial buildings located within the Target Area, and to revitalize the City's commercial building stock. These Program Guidelines and Implementation Procedures include step-by-step actions to be taken with the applicant from the initial application to the recordation of the Notice of Completion and the payment of the Facade Grant. The Program will be implemented in accordance with the Program Guidelines. The City of Carson Community Development Department and its designee(s) (collectively “Program staff” or “staff”) are responsible for program implementation in accordance with the Program Policy. The Director of Community Development of the Carson Community Development Department will be responsible for Program oversight.

EQUAL OPPORTUNITY

Applicants will not be discriminated against on the basis of race, color, religion, sex, sexual orientation, creed, ancestry, national or ethnic origin, age, family or marital status, handicap or disability, or any other arbitrary basis. In addition, applicants may not discriminate in the use, occupancy, and awarding of contracts with respect to the property to be rehabilitated with the assistance from the Program.

SECTION I - BACKGROUND AND LEGAL GUIDELINES

Background

The City of Carson Charter, Section 206, authorizes a comprehensive set of economic development incentives and programs to promote development given the unique environmental constraints in the City of Carson, to create jobs and to preserve the sound fiscal basis of the City. The City's Charter powers include the authority to enter into agreements, and to loan, grant, fund, or finance projects which will provide public benefit and protect the public health, safety and welfare of the community, which programs may be carried out singly or in combination in a manner to promote the economic development objectives set forth in Section 206 of the Charter. Government Code Section 53803 authorizes the City to provide financial incentives to businesses to promote economic activity, including the assistance with commercial revitalization.

This Citywide Façade Improvement Program ("Program") establishes a variety of specific goals for commercial development of the City of Carson as part of a citywide economic development strategy. These goals frame the near term economic development objectives for the city during a period of tremendous transformation.

Many commercial corridors in Carson have lagged the progress recently made in the city's core. Over the past 30 years, the City and former Redevelopment Agency have tried to incentivize development in the city through the creation of redevelopment project areas, with some success, but the overall vitality of the community was at a level that these were likely to see significant development activity only after other major projects were completed, such as the Former Cal Compact Landfill.

The focus of this program are commercial buildings and centers in the following areas: Avalon Boulevard, Main Street, Sepulveda Boulevard, Carson Street, and Figueroa Street. Commercial properties on other east-west streets will be considered if they are near the intersections of the major streets.

Many of these areas were in former Project Areas of the former Redevelopment Agency, and under Redevelopment Law the Agency (or "RDA") would have been able to undertake a number of the projects and programs described herein. However, all redevelopment agencies in California were dissolved under State Law in the 2011-2012 year.

The lesser economic vitality of the City's commercial corridors, particularly in light of the ongoing and continuing COVID-19 pandemic and its impact on businesses, has prompted the City to develop mechanisms to spur development in these key commercial areas.

On the north end, the lack of population density and appropriate retail development sites has made traditional retailing along Avalon Boulevard difficult. There is little non-restaurant "retail" in the stretch from the northern corporate limits to Del Amo Boulevard,

with the exception of two “dollar” stores, a convenience store, a drug store, a liquor store, and a small handful of other shops. The growth in the area has been in housing, particularly in the two communities developed along Victoria, but the traffic speeds and lack of pedestrian amenities along Avalon have made even restaurant businesses struggle.

The south end of Avalon also faces issues, especially with vacant and blighted properties near the Sepulveda Boulevard intersection. Main Street has some commercial centers but most of the commercial activity is at the major intersections of Lomita, Sepulveda, 223rd, and Carson Street. Likewise, Figueroa has a small amount of commercial frontage with most of its activity at Sepulveda (Target), the Carson Street intersection and the shopping Center at Torrance Boulevard.

Finally, Carson Street remains the other signature commercial street in the city but is generally characterized by individual buildings or smaller shopping centers, except for grocery-anchored centers at Main Street and Avalon Boulevard. It also extends the full width of the city, from the 110 Freeway to Santa Fe Street.

The particular challenges along each of these corridors suggests the creation of a multi-year incentive program.

Project Area Goals

For the purposes of the Program description, the goals for the commercial corridors are consolidated and summarized below.



Create a Stronger Local Economy. Strengthen the economic base of the corridors and the community at large by installing needed site improvements and stimulating new commercial expansion, employment, and economic growth. Establish financial mechanisms to assist and encourage commercial development opportunities.



Improve Public Infrastructure and Services. Provide necessary public improvements, including but not limited to flood control facilities, street improvements, parking supply, and traffic circulation. Develop emergency, cultural, recreational, maintenance, operational, and other services and facilities.



Use Land Wisely. Assemble land into parcels suitable for integrated development with improved pedestrian and vehicular circulation in these areas. Secure the availability of property to attract investors and developers and replan, redesign, and develop undeveloped areas which are stagnant or

improperly utilized.



Eliminate Blight. Eliminate deteriorating buildings, incompatible and uneconomic land uses, and other environmental, economic, and social deficiencies; improve the overall appearance of buildings, streets, parking areas, schools, and other facilities, and assure that all buildings are safe for people and businesses to occupy.



Protect and Enhance Community Character. Preserve artistically, architecturally, and historically worthwhile structures and sites and upgrade urban design standards to provide unity and to encourage community identity.

All economic development activities are pursued with the intention to seek communitywide benefits that create a more cohesive and unified community by strengthening the physical, social, and economic ties between various land uses. The City encourages community and property owner involvement and citizen participation in the adoption of policies, programs, and projects so as to ensure that the Economic Development Plans are implemented in accordance with the objectives and goals of the General Plan. As necessary, the City encourages the coordination, cooperation, and assistance of other local agencies to ensure that projects are implemented to their fullest and most practical extent.

In terms of metrics, the City would evaluate the resources expended on an annual basis against several measures, including:

- Increased tax revenue (Sales, Property, TOT)
- Decreased vacancies, particularly long-term vacancies
- Total new business investment
- Total other public/private sources of funding (e.g., tax credits, grants)
- Total new public works investment

The goal would be that the Program “pay for itself” over time, i.e., that the amount committed by the City to spur new development be matched by increased City revenue from all sources, with the new tax revenue in excess of any annual allocation of funds from the City. The natural mechanism available to former redevelopment agencies, the establishment of a “frozen base” of property tax, is not available to the City at this time, but the City could develop a geographic baseline of total tax revenue from the areas in order to track economic progress.

Another measure of economic vitality would be the rate of new business creation in the area, as measured by business license data. The City will establish a baseline of data for business licenses, which should show a normal aging curve. The experience in certain marginalized areas is typically that the aging curve of business licenses is

relatively flat, pointing to a low rate of new business creation in the area and a low rate of economic vitality.

Another measurable aspect of the Program would be the rate of code enforcement complaints, whether they are active files or complaints themselves. The closure rate for complaints, particularly through properties changing hands and undergoing renovation, is also key.

Finally, the amount and profile of investment in the area will be tracked. Most of the properties there are small enough to be manageable by a small firm or group, and significant investments by groups that have the potential to and interest in leveraging their investments into wider area-wide efforts will also be noted.

SECTION II - FAÇADE IMPROVEMENT GUIDELINES

The City of Carson has developed a Façade Improvement Program designed to encourage improvement and investments that contribute to the overall revitalization effort in the city. The Façade Improvement Program features grants with no matching requirements of **up to \$2,500** to finance all or a portion of a property owner or tenant's **exterior** improvements, and grants of up to \$25,000 with a dollar-for-dollar match from the applicant. The Program may feature complimentary design guidance for program participants, as well as an expedited design approval process.

ELIGIBLE USES OF FUNDS ARE FOR:

- Exterior Signs (installation of new or repair or replacement of legally installed and mounted signs; including neon or halo-lit signs);
- Awnings, canopies, or sunshades (installation of new or repair or replacement of fixed metal or fabric awnings), which could include perpendicular wall-mounted castle banners (without signage);
- Painting or exterior surface treatment (stucco, tile, stone, or brick replacement or repair);
- Asphalt paving, replacement or repair of tiles or decorative pavers (not in the public right-of-way); sidewalk or courtyard repaving (not in the public right-of-way);
- Repair or replacement of masonry walls or footings;
- Outdoor lighting (installation of new exterior lighting fixtures; repair or replacement of existing exterior lighting fixtures);
- Installation, repair or replacement of decorative or security fencing;

- Replacement of plate glass windows; re-glazing of windows or change of window mullions with the approval of architectural application by the City;
- Installation or replacement of outdoor landscaping and fountains;
- Design and permit fees associated with the above eligible improvements.

USES NOT ELIGIBLE:

Funds may not be used for improvements that are not permanent or mounted or affixed to the building or the sidewalk. Ineligible uses include but are not limited to:

- Vinyl letter signage (windows);
- Portable signs, such as sandwich board or A-frame signs; signs not mounted or attached to storefronts;
- Flags or banners;
- Benches and trash receptacles;
- Tables, chairs, or umbrellas.

ELIGIBLE APPLICANTS:

Property owners or business tenants located in Carson, with the priority being for locations on Avalon Boulevard, Main Street, Sepulveda Boulevard, Figueroa Street, and Carson Street. Tenant business owners must show evidence of consent from the property owner.

Buildings or structures eligible for rehabilitation under this Program must be commercially zoned and developed for uses permitted by the City's Zoning Ordinance.

As a result of participating in this rehabilitation program, it must be adequately demonstrated that the subject property is or will continue to be utilized for commercial purposes as provided by the City's adopted zoning ordinance.

All taxes, assessments, and insurance premiums currently due or in arrears on the property must be paid before grants are made. The applicant property must have sufficient fire and flood insurance (if required) as necessary to protect the owner and the City's interest in the property.

GRANT AMOUNTS:

If the City provides all the project funding without a match from the applicant, the maximum grant shall be \$2,500. However, applicants are encouraged to match City funds: the maximum grant increases to \$25,000 if the applicant matches the City funds with a \$22,500 private contribution. The grant increases on a dollar-for-dollar basis over \$2,500, up to the \$25,000 cap. All grants are on a reimbursement basis with evidence of completeness and payments to contractors and subcontractors required.

For owners of multi-tenant centers, the maximum grant is \$250,000 based on a total expenditure of no less than \$500,000. The requirements for center owners are:

- The development of a Signage Program for the center and the implementation of no fewer than 75% (or 6 signs, whichever is more) of the individual tenant signs in the center. This includes installation of new or repair or replacement signs; includes neon or halo lit signs;
- Replacement of awnings, canopies, or sunshades (installation of new or repair or replacement of fixed metal or fabric awnings) if they are currently featured in the center;
- Painting or exterior surface treatment of the entire façade (stucco, tile, stone, or brick replacement or repair);
- Asphalt paving, replacement or repair of tiles or decorative pavers (not in the public right-of-way); sidewalk or courtyard repaving (not in the public right-of-way);
- Repair or replacement of masonry walls or footings;
- Outdoor lighting (installation of new exterior lighting fixtures; repair or replacement of existing exterior lighting fixtures);
- Installation, repair or replacement of decorative or security fencing;
- Replacement of plate glass windows; re-glazing of windows or change of window mullions with the approval of architectural application by the City;
- Installation or replacement of outdoor landscaping and fountains, particularly the replacement of decorative perimeter landscaping to drought-tolerant;

REHABILITATION STANDARDS:

All work performed under the provisions of this Program shall meet all applicable standards contained in the City's adopted zoning ordinance, local building and safety codes, and such other codes as designated by the Planning and Building and Safety Divisions. The City's Municipal and Zoning Ordinance can be viewed on the City's web site at <http://ci.carson.ca.us>.

The City has determined that City-funded assistance may only be used for exterior rehabilitation items and American with Disabilities Act (ADA) compliance requirements.

Such exterior improvements may include, but are not limited to, exterior refinishing, new attached signage, and building façade improvements.

The scope of work anticipated under the Program generally addresses exterior blighting conditions. As such, property inspections are generally focused on the exterior of the structure and general site conditions. In the course of any inspection which results in the disclosure of a code deficiency such as faulty wiring, plumbing, fire protection, egress and ingress exiting, or other such deficiency, it shall be the responsibility of the owner to correct all identified deficiencies prior to Program participation.

Notwithstanding the foregoing, in the event that the code deficiency is directly associated with work that will be performed as a part of the façade improvements (e.g.: a substandard entry door which is of insufficient size and lacks panic hardware, which will be replaced as a component of a new storefront), then such repairs may be included within the allowable scope of work under the Program.

Therefore, Program assistance can be used for Building and Health Code violations, seismic upgrades, and ADA compliance requirements as identified by the City and in compliance with the exterior rehabilitation requirement. However, eligible rehabilitation activities funded Program are limited solely to the exterior of the building structure and the performance of required ADA compliance. The eligibility of any costs for ADA barrier removal under the Program is subject to Director approval. Typical allowable ADA improvements include improvements of entryway, path of travel, handicap bathroom access, and ADA parking spaces.

All Program improvements must be physically attached to the property and permanent in nature. Program Staff will recommend specific improvements based on a site analysis or architectural design recommendations.

Additionally, to participate in the Commercial Façade Improvement Program, all signage on the property to be rehabilitated must be brought up to conformance and maintained in conformance with the Sign Ordinance of the City.

APPLICATION REVIEW AND APPROVAL PROCESS:

Applications are available in the Community Development Department. The applicant is required to hire the contractor and is responsible for obtaining design approvals. The City shall assist in scoping the project and will reimburse the applicant for work performed, based on submittal of evidence of work performed and paid.

Staff will process and receive applications on a first-come first-served basis. All applications will be date-stamped as they are received. Following staff's determination of applicant and property eligibility, grant funds shall be reserved in order of application receipt and approval. The reservation of funds is a planning function and not a commitment to provide funds or service. The City is not committed to provide assistance

until all processing procedures have been implemented and the applicant enters into an Improvement Agreement with the City.

Funding is limited and subject to availability. When all available program funds have been reserved for the fiscal year, unfunded applicants shall be placed on the Program Interest List. These unfunded applicants will have first priority when additional funds become available, if necessary, and will be notified and may re-apply to the Program at such time.

To the extent feasible, prospective applicants shall be pre-screened for basic eligibility requirements over the telephone by Program staff. A log of pre-screening calls shall be maintained by the City. In the course of performing an initial application review, staff will perform the following tasks:

1. Review application for completeness and eligibility of the applicant and property.
2. If upon review of the application staff determines the applicant and property are ineligible, inform the applicant in writing of such determination.
3. If upon review of the application staff determines the applicant is eligible, Staff will log the application into the program database.
4. Obtain a property information report from the City's GIS system or other property information service provided by the City's title company. This report must include the Assessor's Parcel Number, square footage, year built, ownership information, flood zone information, transaction history, and other pertinent information used to verify property type, size, age, value, and physical location.
5. Program staff to determine if the proposed rehabilitation meets the goals of the City, owner and Program.
6. Once an applicant has been determined to meet eligibility requirements, and the project has received preliminary approval by the Program Staff, an initial inspection of the property will be made by Staff to confer with the property owner to develop a preliminary proposed scope of work, and the type of assistance being requested.

As a goal, processing time from the date the Program determines that the applicant is eligible for assistance under the Program until a grant is approved or denied shall be 60 days.

ENVIRONMENTAL REVIEW:

The California Environmental Quality Act (CEQA) requires that City funds may not be released until the City has certified that a review of the project activities demonstrates that no significant impact on the human environment is likely to occur or that actions have been initiated that would mitigate any potential impacts to the extent practicable.

As such, environmental forms must be completed and approved prior to releasing funds. A Determination of Categorical Exemption, Statutory Worksheet, and Level of Environmental Review form will generally address anticipated typical commercial rehabilitation activities contemplated under the Program. Staff shall ensure that appropriate documentation is prepared and signed by the City's authorized official prior to the commitment of Program funds. Copies of the environmental review documentation shall be maintained in the project file.

FAÇADE IMPROVEMENT GRANT AGREEMENT:

The Façade Improvement Grant Agreement is an agreement between the City and the Owner that links the grant documents to the completion of the Façade Improvement Project by the Owner. It is a contract between the City and the applicant setting forth the terms and conditions of the grant of Program funds, specifically:

- a. Source of funding.
- b. Applicable funding source requirements.
- c. Conditions of program eligibility.
- d. Amount granted.
- e. Basic use of the funds.

At all times throughout the application and pre-construction phases, it is critical that Staff emphasize to owners both verbally and in any written correspondences that absolutely no Program funds have been committed or approved by the City until the designated Program representative signs the Improvement Agreement. Only after this occurs can funds be encumbered.

FLOOD AND HAZARD INSURANCE REQUIREMENTS:

Applicants are obligated to carry sufficient hazard insurance coverage on the subject property to be rehabilitated under the provisions of this Program. Prior to any grant or loan assistance, minimum fire insurance coverage shall be provided in an amount which is equivalent to the value of the subject building or structure including the proposed rehabilitation improvements. Uninsured applicants must obtain coverage in the required amount prior to receiving grant and/or loan assistance. Applicants in a "Flood Hazard Area" will be required to purchase flood hazard insurance. This requirement may be waived for emergency repairs, at the discretion of the City.

APPLICATION FORM (Page 1/3)

APPLICANT INFORMATION

Business Name:	
Business Address:	
Applicant's Name:	
Address:	
Phone:	
Email:	

PROJECT DESCRIPTION

<p>Description of Requested Improvements:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Estimated Cost: _____</p> <p>Is this your estimated cost, or have you obtained a bid or estimate from an architect or contractor?</p> <p>___self ___contractor ___architect</p> <p>(Please provide a copy of estimate if available)</p>	<p>Please note that if the City provides all of the project funding, the maximum grant shall be \$2,500. However, applicants are encouraged to match City funds: the maximum grant increases to \$5,000 if the applicant matches the City funds with a \$2,500 private contribution. The grant increases on a dollar-for-dollar basis over \$2,500, up to the \$25,000 cap.</p> <p>Property owners of multi-tenant centers undertaking improvements on behalf of the entire center are eligible for up to \$250,000 on a dollar-for-dollar match basis.</p> <p>Amount applying for:</p> <p>\$ _____</p>
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APPLICATION FORM – (PAGE 2/3)

PROPERTY INFORMATION

FOR OWNER OCCUPANTS

I hereby certify that I am the owner of my business property. The property is vested (owned) under the following name:

Property Owner Legal Name:

Contact Information:

Assessors Parcel Number:

FOR TENANT/LESSEES

I am a lessee/renter of the space for which I am applying for a Façade Improvement Grant. The owner of the property is:

Contact information for the property owner:

Remaining years on lease term: _____

Assessors Parcel Number:

PROGRAM BOUNDARIES

The boundaries of the areas are:

APPLICATION CHECKLIST - (Page 3/3)

All applicants must provide:

- Application (Completed and Signed by Applicant)
- If incorporated, evidence that applicant has authorization to apply for program
- Verification of Property Ownership, if owner (Title or Deed of Trust)
- Evidence of Tenant's Right to Make Improvements, if tenant or lessee (Signed)
- Description of Scope of Work
- Estimate or Bid, if available
- Copy of Valid Carson Business License (Applicant, if applicable)
- Copy of Valid Carson Business License (Contractor hired to perform work, required)
- Copy of Contractor's License
- Copy of Property Insurance Policy including Flood and Hazard Insurance
- W-9 (Any reimbursements awarded will be made to the address listed on the W-9)
- DUNS (Dun & Bradstreet's Data Universal Numbering System) Number (if applicable)

No assistance may be provided for any contract awarded before the application is approved. Once the application is approved by the City, the applicant must provide the following:

- Evidence of required permit approvals from the City of Carson
- If claiming cash match, provide verification of funds availability (loan agreement, canceled checks, etc.)

I hereby declare that the foregoing information is true and correct to the best of my knowledge. I authorize the City of Carson to verify the information to determine my eligibility and to conduct an inspection of my property. I understand that as the applicant I will hire the contractor and am responsible for obtaining design approvals. I understand that the program provides that the City will reimburse the applicant for work performed, based on submittal of evidence of work performed and paid, and that the City will not pay contractors or vendors directly.

Applicant

Date

City of Carson – Department of Community Development
701 E. Carson Street, Carson, CA 90745

Phone Number: 310-952-1700 Ext. 1310 • Email: smallbusiness@carsonca.gov

2023 Small Business Façade Improvement Program Guidelines



The Small Business Façade and Property Improvement Program provides grants to commercial property owners and business owners willing to renovate the street-front exteriors of their structures. The goal of the façade grant program is to encourage property owners and small businesses to improve the exterior of their buildings and storefronts to attract new customers and beautify the area.

This is a rebate program where business and property owners receive **reimbursement for between 50-90% of the cost of the project** in amounts **ranging from \$1,000 to \$20,000** for completed work. For access to the online application and application period, refer to the website. If you have limited access to internet or a computer, please contact LISC. The following information outlines the details of the program, eligible costs, ineligible costs, application requirements, and the grant selection process.

Eligible Applicants	<p>Any building owner or tenant of a commercial or industrial building located in Marion County is eligible to apply. All applications from building tenants require the signature and approval of the building owner. Minority-owned buildings and businesses will be prioritized for receiving the grant. Exterior improvements must be completed within 6-9 months of award. If awarded, the award letter will include deadline for when the work needs to be completed.</p>
Eligible Boundary	<p>Incorporated boundaries of the City of Indianapolis and Marion County. Priority will be given to projects located in LISC neighborhoods.</p>
Eligible Improvements	<p>Eligible costs (to be reimbursed by grant) have to be improvements on the front street-facing exterior of commercial properties. Improvements can include attached <u>signage, building entrances, lighting, doors, windows, awning, brick, art murals, stone, tuck-pointing, or other building surfaces material</u>.</p> <p>Additionally, flexibility will be given for façade improvements that incorporate design elements to prevent crime (e.g. nighttime lighting, windows looking onto streets and parking lots, etc.). Permitting fees for this work, when required, are also eligible.</p>
Ineligible Improvements	<p>Site improvements such as parking lots, paving, raised planters and planting areas, street trees, detached signage, fencing and railings, roof repairs and improved pedestrian amenities including sidewalks, or benches <u>are ineligible</u>. These types of improvements can be counted as the building or business owners contribution, but cannot be reimbursed by the grant.</p> <p>Grants cannot be used retroactively for building improvements already completed. All related construction and improvements to be supported by the program must occur after the grant has been awarded. Apartment/rental properties and buildings that have a primary purpose as a place of worship are ineligible for grant funding. Commercial buildings that house establishments related to gambling, gun stores, adult bookstores, etc. are not eligible for the program.</p>

Application Requirements: The online application includes questions about the applicant, commercial building, and planned improvements. Before you begin an application, ensure that you have consulted the community development corporation (CDC) that serves your area. CDCs can often provide guidance with the application and typically play a role in the reimbursement process for the grant. Applications submitted without the name/support of a CDC are less likely to receive an award.

Supplementary documentation will be required (as attachments) and include the following documents:

- Construction Estimates from the contractor or business likely to do the façade improvements.
- Detailed project budget outlining the breakdown of construction costs and financing/sources of funds to complete the project.
- Proof of financial ability to complete project which can include bank statements, or letter from a bank attesting to funds sufficient to cover the cost of façade improvements
- Photos of the building in jpeg format (please, no PDFs)
- Support letter from the local community development corporation (if available)
- Drawings of the improvements to be completed (if available)

For reference, see [map](#) to find the Community Development Corporation (CDC) that serves your area. If you would like an introduction, please contact Alex Oleson at aoleson@lisc.org.

Grant Program Timeline: The Small Business Facade and Property Improvement Program typically opens for applications twice a year. Below is the timeline:

1. During each grant round, the online application remains open between 4-6 weeks.
2. After the application closes, the review committee will review applications and make award decisions over the following 2-3 weeks.
3. After the review period, applicants will be notified if their project was awarded, grant amount, and grant deadline. If the project is declined grant funding, applicant will also be notified.
4. If awarded, LISC will setup a meeting with the CDC and applicant to ensure clear understanding of the responsibilities of all parties.
5. Following the meeting, grant recipient will sign an award letter with the grant details, project deadline and expectations. LISC will sign a grant agreement with the relevant community development corporation (CDC) who will administer the grant funds and be the point of contact for the applicant.
6. The grant recipient is required to give bi-monthly updates to the CDC throughout the construction process.
7. The CDC will submit to LISC to the release of grant funds. The grant funds will be provided to the grant recipient from the CDC.
8. After the improvements are completed, the grant recipient will need to provide copies of receipts/paid invoices, proof of payment (copy of checks or bank statements), and photos of completed work to the CDC to review and approved. A completed impact survey (provided by D) will also be required.

The following is the criteria the committee will be using to evaluate applications:

- Projects in underinvested neighborhoods and commercial corridors;
- Business and property owned by minorities, women, and veterans;
- Small businesses and property owned by Indianapolis residents;
- Projects that support small business retention, expansion in LISC neighborhoods; <https://www.lisc.org/indianapolis/where-we-work/>
- Projects that incorporate design elements to prevent crime such as but not limited to nighttime lighting, windows looking onto streets and parking lots, etc. Reference the [CPTED Tips for Businesses](#);
- Projects in areas with high motor vehicle and pedestrian visibility;

- Exterior improvements with high quality design and/or value based on recognized professional standards or best practices;
- Projects that align with design standards established for a neighborhood, when applicable, which may include historic preservation;
- For vacant commercial properties, having an identified end use (office, retail, etc.) and tenants secured (at least a letter of intent); and
- Projects that have a clear construction timeline and can be completed in 6 months.
- Project unable to move forward without at least 50% funded with a grant.

Grant Awards: The Small Business Facade and Property Improvement Program will **reimburse up to 90%** of the total project costs. Half of the grant award will be disbursed upfront and the remaining will be disbursed after half of the exterior improvements are completed. Project costs incurred before the grant award are not eligible for reimbursement, so please do not begin construction prior to applying for the program or receiving notification of award. The maximum contribution awarded per address is \$20,000.

Additional Financing: If you need financing for your renovations and your bank is unable to provide a loan, here are some other potential options:

- [Kiva Microloan](#)
- CDFI Collaborative (Bankable, Business Ownership Initiative, Build Fund and LISC) Loan [Interest Form](#)
- [Real Estate Assistance Fund for Black Businesses](#)

List of Community Development Corporations

[See map here](#)

Alliance for Northeast Unification

3908 Meadows Dr, Indianapolis, IN 46205

<https://anuimpact.org/>

(317) 222-1296

317-924-8042

Crooked Creek Community Development Corporation

6002 N Michigan Rd. Indianapolis, IN 46228

<https://www.crookedcreekcdc.org/>

Englewood Community Development Corporation

57 N Rural St, Indianapolis, IN 46201

www.engagewoodcdc.org

317-639-1541

Midtown Indianapolis, Inc.

3965 N Meridian St G, Indianapolis, IN 46208

www.midtownindy.org

317-340-3014

Near East Area Renewal

2236 E 10th St, Indianapolis, IN

www.nearindy.org

317-808-2369

Edna Martin Christian Center

2605 E 25th St, Indianapolis, IN 46218

<https://ednamartincc.org/>

317-637-3776

Near North Development

1630 N Meridian Street, Suite 1110 Indianapolis, IN 46202

<http://www.nearnorthdevelopment.org/>

(317) 927-9881

Flanner House

2424 Dr. Martin Luther King Jr. St., Indianapolis, IN 46208

www.flannerhouse.com

317-639-1541

Renew Indianapolis (formerly King Park)

1704 Bellefontaine Street, Indianapolis, IN 46202

<https://www.renewindianapolis.org/>

317-924-8116

Hope CDC of Indiana

4001 N Franklin Rd, Indianapolis, IN 46226

<https://www.mtparanchurch.com/>

317-542-8200

Riley Area Development Corporation

875 Massachusetts Ave, Suite 101 Indianapolis, IN 46204

www.rileyarea.org

317-637-8996

Indy Gateway

700 N High School Rd, Indianapolis, IN 46214

<https://www.indygateway.org/>

317-223-4614

Southeast Neighborhood Development

3230 Southeastern Ave. Indianapolis, Indiana 46203

www.sendcdc.org

317-634-5079

International Marketplace Coalition

3610 Guion Rd, Indianapolis, IN 46222

www.imcoalition.org

317-925-5722

Westside Community Dev Corporation

2232 W. Michigan Street, Indianapolis, IN 46222

www.wcdcindy.org

(317) 684-0611

Mapleton Fall Creek Development Corporation

130 N 30th St, Indianapolis, IN

www.mfcdc.org

317-923-5514

West Indianapolis Development Corporation

1211 S. Hiatt, Indianapolis, IN 46221

www.westindydev.org

317-638-9432

Martindale Brightwood Community Development Corporation

2855 N Keystone Ave #130, Indianapolis, IN

46218 <http://mbcdc.org/>

Façade Improvement Grant Program Guidelines

February 2024

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Executive Summary

The vast majority of Pittsburgh's employers are small businesses, whether they are based at home or they have a commercial storefront. These businesses are at the heart and soul of the Pittsburgh community and are incubators of opportunity and creativity. The City Council recognize how important small businesses are in the community, which is why supporting their success is an essential part of the City's [Economic Development Strategic Plan](#). Businesses with storefronts greatly benefit from investment on those parts of the building that are most visible to the public and face publicly accessible areas such as streets and sidewalks. These exteriors are called façades. Investments in these façades provide a number of benefits that include more inviting storefronts, improvements to neighborhood characteristics, reinvestment into older buildings, and more potential foot traffic. The City's Façade Improvement Grant Program aims to spur that investment opportunity.

The City of Pittsburgh is providing small businesses with the opportunity to apply for grants up to \$10,000 for façade improvements. The City will be awarding grants each worth up to \$10,000 to reimburse expenditures per applicant, from a budget of \$30,000. Any additional work above the \$10,000 threshold is the responsibility of the applicant. This guide will provide more information about this program and the qualification and application process.

Thank you for your interest in this program. If you have any questions or need any guidance throughout the process, you can contact the City's Economic Development Manager, Robert Carrera, at rcarrera@pittsburgca.gov or by calling 925-252-4279.

Program Components

The purpose of these funds is specifically for the enhancement and beautification of public-facing building façades that will improve the image and characteristics of the building, the business, and the City and will create an inviting experience that will mutually benefit the business, its customers, and the Pittsburgh community. These funds can be used for the following:

- Signage
- Awnings
- Exterior paint (including anti-graffiti exterior paint and coatings)
- Architectural treatments
- Stucco, cladding, and/or siding repair
- Windows
- Front Entrance Doors
- Exterior lighting which provides or highlights architectural features
- Planter boxes
- Bicycle Racks
- Other enhancements determined by the City in its sole discretion to enhance the aesthetic value of the building

Ineligible uses for this grant include:

- Property acquisition
- Building additions
- Performing general or deferred maintenance on buildings or properties

- Upgrading mechanical, plumbing, or electrical equipment, or roof repairs
- Parking area paving, resurfacing, repair, or striping
- Chain link fencing with or without slats
- Working capital
- Advertising beyond exterior signage
- Training
- Start-up costs
- Cash for operating expenses
- Work in progress or performed prior to project's approval

Timeline

The program will begin accepting applications on February 1, 2024 and will continue through June 30, 2024, or until funds allocated to the program are depleted, whichever comes first. Applications are accepted on a first-come, first-served basis and completed applications are placed in a queue for review and approval. Incomplete applications will not be placed in the queue until completed. If an application is not approved for funding, the next application in the queue will be considered. If an application is eligible for funding but funds are fully depleted, that application may be rolled over into a future funding cycle and reconsidered, provided that the City Council authorizes additional funding and the applicant remains interested and can provide updated documents upon request by the City.

Prevailing Wage Requirement

All improvements completed through the Façade Improvement Grant Program are “public work” as defined in Section 1720 of the California Labor Code. In accordance with Labor Code section 1720 et seq., prevailing wages shall be paid for all façade improvement work. All construction work must be performed by a licensed contractor. The use of volunteer labor is not allowed. All estimates and payments for construction and installation of façade improvements shall include prevailing wages and shall otherwise comply with the provisions of Sections 1773.8, 1775, 1776, 1777.5, 1777.6 and 1813 of the California Labor Code and all other applicable laws and regulations with respect to prevailing wages. Applicants are responsible for ensuring that improvements follow prevailing wage law. To view prevailing wage rates and learn more, visit the State’s Department of Industrial Relations webpage by clicking [here](#).

Eligibility

The City is seeking to help those businesses with storefronts that would provide the maximum return on investment for the City, while realizing the greatest amount of long-lasting benefits to the business. Businesses must meet the following qualifications.

1. Business must be operating within Pittsburg city limits.
2. Business must have an active City of Pittsburg Business License.
3. Business, and the property where business is located, must have no outstanding, active Code Enforcement cases or building violation cases.
4. Business must be a brick-and-mortar operation with a public-facing storefront. Home-based businesses are ineligible.
5. Shopping Centers with 5 or less tenants are eligible. A property-owner-led application is highly encouraged to create a uniform project, but individual tenants can apply also.

6. Business applying for or located within the structure and/or center to be improved through grant funds may not sell tobacco, alcohol, and/or cannabis products or adult materials.

The City reserves the right to determine an applicant is not eligible for the program for any reason in the sole discretion of the City.

Application Procedures

All interested, qualified parties can apply for this program by filling out the application form shown in Attachment A of this document. In addition to filling out the application, applicants must provide copies of the following documents.

- Copy of Photo ID (Valid Driver's License, Passport, Etc.)
- Copy of Current City of Pittsburg Business License
- Copy of Current W-9 Form
- Copy of Current Lease Agreement (Tenant Applicants Only)
- At Least 5 Before Photos of the Storefront
- Vendor/Contractor Quote(s) for Proposed Work

The City reserves the right to request any additional information related to review of any application as determined necessary for any reason in the sole discretion of the City.

The application packet can be submitted online via email to rcarrera@pittsburgca.gov. Incomplete applications will not be accepted. The City reserves the right to request more documentation if the provided documentation does not clearly identify eligibility or if more information is needed on the proposed improvements.

Grant Awarding

Grant applications will be reviewed by a team of City staff that will include representatives from the City's Economic Development, Planning, and Building Divisions. This team will review and rate applications using a weighted scaled based upon the following categories:

1. Does the applicant demonstrate that they are qualified to receive this grant? (5 pts)
2. Does the applicant demonstrate the understanding of the improvements sought through this program and provide a project that truly enhances the quality of the business, the building, and the neighborhood? (10 pts)
3. Does the applicant provide all the necessary documents as requested through this application? (10 pts)
4. Does the applicant demonstrate that they have obtained the proper contract work to complete such improvements? (10 pts)
5. Does the applicant demonstrate the ability to complete the project on a timely basis? (5 pts)

Applicant must clear the point threshold of 35 pts to be considered for awarding of a grant.

During the review process, the City will identify if the proposed work will require City permits, including but not limited to Design Review or various building permits. The applicant may have the option to pay permit fees from the grant balance. The applicant would submit these additional permitting invoices in the form of a reimbursement request (see Post Awarding Procedures).

After team review, applications that are recommended for approval are taken to the City's Community and Economic Development subcommittee to provide feedback. The committee is made up of two members of the City Council and two Members of the Planning Commission. After receiving subcommittee feedback, the City will then make a final decision of approval and notify applicants of their approval of grant funding, subject to execution of a grant agreement, and then provide the applicant with a grant agreement for review and signature. As part of the application process, the applicant must agree to the terms and conditions in the grant agreement prior to signature. Grant agreements will be routed for digital signature through email using the DocuSign platform. If the applicant is unable to process their agreement through email, staff will make accommodations to have the applicant sign their agreement in-person.

Post Awarding Procedures

Upon the completed signing of the grant agreement, the recipient may begin the approved work in the application. It is the expectation of the City that the recipient will begin the approved work no later than 3 months upon full signing of the grant agreement, and to complete work within 1 year upon full signing of the grant agreement. If the approved work is not completed within 1 year of full signing of the grant agreement, the grant agreement will expire and the recipient will no longer be able to obtain reimbursement for work performed beyond one year.

To receive reimbursement, it is the responsibility of the recipient to provide three pieces of documentation for every reimbursement request; (1) an invoice for the approved work, (2) proof of payment of the invoice (i.e. receipt, cancelled check, credit card statement), and (3) proof of completion of the invoiced work. If these three documents are not provided in the reimbursement request, the request will not be processed. Upon review and approval of the reimbursement request, staff will process reimbursement requests and issue checks for pick up or mail delivery within an estimated 3 weeks. The recipient may submit as many reimbursement requests as needed until their awarded funds are fully expended. It is recommended for efficiency that the recipient wait to submit only one reimbursement request with all expenses and proof of payments for the approved work.

Attachment A: Façade Improvement Program Application

Applicant Information			
Last	First	M.I.	Date
Daytime Phone Number <input type="checkbox"/> confidential		Email Address <input type="checkbox"/> confidential	

Applicant is the Following (Check all that Apply)	✓
Property Owner	<input type="checkbox"/>
Business Owner/Tenant	<input type="checkbox"/>

Property Owner Information (if different from applicant)			
Last	First	M.I.	Date
Property Owner Mailing Address		Unit #	
City	State	ZIP	
Daytime Phone Number <input type="checkbox"/> confidential		Email Address <input type="checkbox"/> confidential	

Business and Property Information		
Business Name		
Property Address (Location of Business)		Unit #
City	State	ZIP
Property APN	Website	
City Business License #	Years in Business	
Does your business have a storefront open to the public? (Yes/No)		

Grant Funding Information	
Scope of Work	
Estimated Total Project Cost	Grant Amount Requested
What is the proposed timeline for this project?	

Preferred Method of Reimbursement	
Check (Pick up at City Hall)	<input type="checkbox"/>
Direct Deposit	<input checked="" type="checkbox"/>

Supplemental Documents Checklist	✓
Copy of Photo ID (Valid Driver's License, Passport, Etc.)	
Copy of Current City of Pittsburg Business License	
Copy of Current W-9 Form	
Copy of Current Lease Agreement (Tenant Applicants Only)	
At Least 5 Before Photos of the Storefront	
Vendor/Contractor Quote(s) for Proposed Work	

Acknowledgement	
<i>As the legal owner of the above property, I hereby grant authorization for the applicant to complete the façade improvements indicated on this application.</i>	
Property Owner Signature	Date
<p><i>The applicant and/or property owner certify the following:</i></p> <ul style="list-style-type: none"> - <i>The owner is the property owner of record and there are no current code enforcement actions pending against the property.</i> - <i>We have read the Program Guidelines, we understand them, and we accept them.</i> - <i>We are qualified and will abide by such conditions set forth in this application and all reasonable conditions which may be issued by the City of Pittsburg in the implementation of this project.</i> - <i>If awarded a grant, we will abide by the terms and conditions set forth in the grant agreement</i> - <i>We will abide by the provisions set forth in the California Labor Code and ensure that all estimates and payments for construction and installation of façade improvements shall include prevailing wages.</i> 	
Property Owner Signature	Date
Applicant Signature	Date

Attachment B: Façade Improvement Program Grant Agreement

CITY OF PITTSBURG FAÇADE IMPROVEMENT GRANT PROGRAM PARTICIPATION AGREEMENT

THIS AGREEMENT (“Agreement”) is entered into on _____, 2024 between the City of Pittsburg, a California municipal corporation (the “City”), and _____, a business licensed to operate in the City (the “Business”), hereinafter referred to together as the “Parties.”

NOW THEREFORE, for good and valuable consideration, the parties agree to the following:

1. Overview

(a) Purpose: The City has established the Façade Improvement Grant Program (the “Program”) to provide financial assistance to City-based small businesses to make improvements to the exterior façade of their businesses and buildings.

(b) Program Funding: The Pittsburg City Council has appropriated Business Improvement District (“BID”) funds to be allocated towards the Façade Improvement grants and associated permitting and entitlement costs towards the program.

(c) Grant Amount: Pursuant to this Agreement, the City shall provide a total grant amount of \$_____ (_____ dollars)(“Grant”). Grant shall be distributed pursuant to section 1(e) of this agreement.

(d) Grant Use: The Grant must be used solely for work indicated under the Scope of Improvements set forth in Exhibit A of this agreement. No other use of funds is allowed by the Business.

(e) Grant Reimbursement: The City will disburse Grant funds directly to the Business as a reimbursement for expenses under section 1(d) of this agreement within thirty (30) business days upon receipt and approval of a reimbursement request that includes the following documentation; 1) invoice(s) for work conducted under section 1(d) of the agreement, 2) proof of payment towards invoice(s), and 3) proof of completion of the invoiced work.

(f) Self-Certification: By signing this Agreement, the Business certifies that the information submitted in the Grant Application is true and correct, and that the Business will use the Grant solely for the purposes set forth in the Business Application. The City shall reserve the right to require additional documentation necessary to verify the Business meets any eligibility requirement(s), and Business agrees to promptly provide required documents.

(g) Grant Term: This Agreement will take effect on the Execution Date and terminate one year after the execution date (“Grant Term”). In the case of this grant agreement, Sections 2(l) shall survive termination.

(h) Communication: The City of Pittsburg Economic Development Manager will serve as the primary point of contact for the Business during the Grant Term.

(i) Repayment of Grant Funds: If the Business does not use the Grant as required by Section 1(d) or it is determined that any information provided to the City was fraudulent, incorrect, or incomplete, then the Business must repay the full amount of the Grant to the City within 30 days of written notice. Business shall be liable to City for own costs incurred by City to enforce this subsection.

2. General Provisions

(a) Entire Agreement; Amendments: This Agreement constitutes the entire agreement among the Parties as to the Grant and may not be amended or modified, except in writing signed by each of the Parties. The Business may not assign or transfer its rights and interests in this Agreement to any other person, business or entity.

(b) No Third-Party Beneficiaries: This Agreement is not intended to create any rights or benefits for a person or entity who is not a party, whether as a third-party beneficiary or otherwise.

(c) Choice of Law: This Agreement shall be construed and interpreted in accordance with the laws of the State of California, excluding any choice of law rules which may direct the application of the laws of another jurisdiction. In the event that suit shall be brought by either party hereunder, the parties agree that trial of such action shall be held exclusively in a state court in the County of Contra Costa, California.

(d) Enforceability; Interpretation: In the event that any of the provisions or portions of application of any of the provisions of the Agreement are held to be illegal or invalid by a court of competent jurisdiction. The illegality or invalidity of any of the provisions or portions of any of the provisions of the Agreement shall not affect the legality or enforceability of the remaining provisions or portions of application of any of the provisions of the Agreement. This Agreement shall be interpreted as though it was a product of a joint drafting effort and no provisions shall be interpreted against a party on the ground that said party was solely or primarily responsible for drafting the language to be interpreted.

(e) Disbursements: The City shall have no responsibility to disburse any funds beyond the amount that the City has received and allocated from BID funds. In the event of any dispute under this Agreement, Business’s sole recourse and damages against the City shall be limited to the amount of the Grant as set forth herein.

(f) Non-Liability: No member of the City and no other officer, employee or agent

of the City shall be personally liable to Business or otherwise in the event of any default or breach of the City, or for any amount which may become due to Business or any successor in interest, or for any obligations directly or indirectly incurred under the terms of this Agreement.

(g) Force Majeure: No Party will be held responsible for failing perform its responsibilities under this Agreement if the failure results from any act of nature or other cause that is beyond the reasonable control of the Party and that makes performance impossible or illegal.

(h) Confidentiality: Unless otherwise required by applicable law or regulation, including but not limited to the California Public Records Act, the City shall use best efforts to keep all financial information submitted by the Business as confidential and will not make such information available publicly. Business acknowledges and agrees that the City: (a) shall disclose to the public a list of all businesses that received Grants and the individual Grant amounts; and (b) shall share with staff and City Council the Business's reported information concerning the operational status of the Business and aggregate data on jobs, tax and revenue data of all businesses that received Grants. Business shall identify any such records of financial information by clearly labeling each document as confidential, in whole or in part, to notify City that confidentiality may apply.

(i) Counterparts: This Agreement may be executed in one or more counterparts, each of which shall be an original and all of which together shall be one and the same instrument.

(j) Non-Discrimination: The Business will not discriminate against any individual with regard to employment or participation or in any other manner for reasons of race, color, religion, gender or gender identification, sexual identity, pregnancy, childbirth or related medical conditions, national origin, age, marital status, disability or any other characteristic that is protected by local, state or federal law.

(k) NOTICES. All notices required hereunder shall be in writing and mailed postage prepaid by certified or registered mail, return receipt requested, or by personal delivery to the City's address as shown below, or such other places as City or Business may, from time to time, respectively, designate in a written notice given to the other. Notice shall be deemed received three (3) days after the date of the mailing thereof or upon personal delivery.

To City: Robert Carrera
 Economic Development Manager
 65 Civic Avenue
 Pittsburg, CA 94565

To Business: _____

(l) Indemnification: Business agrees to defend, indemnify, and hold harmless the City, its officers, officials, employees, agents and volunteers from and against any and all claims, demands, actions, losses, damages, injuries, and liability (including all attorney's fees and other litigation expenses) arising under the terms of this Agreement. This indemnification obligation on Business's part shall not apply to demands, actions, losses, damages, injuries, and liability arising out of sole negligence or willful misconduct on the part of City.

(m) Cessation of Funding: The City's obligation to make payments to Business hereunder is contingent on the availability of allocated BID funds to the City. In the event the funding for this Agreement ceases, the City shall have no obligation to Business and this Agreement is terminated.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date and year first written above.

BUSINESS:

Name:
Title:

CITY OF PITTSBURG:

Robert Carrera
Economic Development Manager

APPROVED AS TO FORM:

Donna Mooney
City Attorney

**EXHIBIT A
SCOPE OF IMPROVEMENTS**



FAÇADE DESIGN GUIDE

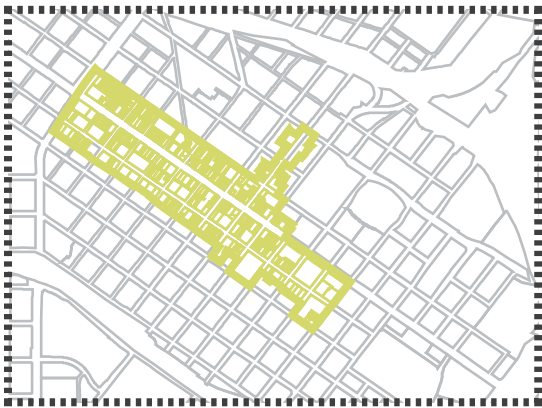


A Placemaking Initiative of the City of Richmond
Department of Planning & Development Review

December 2013

arts DISTRICT

Facade Improvement Target Area



arts DISTRICT

Facade Improvement Program & Design Guide

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Windows & Doors.....18

A **façade** is a building's primary exterior face. It generally includes the main entry to the building and has the most elaborate architectural features. As the most public face of a building, a façade is particularly important to your business. Studies have shown that thoughtful design improvements often lead to greater sales for a business by attracting more customers.

Together, a series of well-restored and handsome building façades in the Arts & Cultural District will improve the overall image of the District, draw more people to the District, promote retail activity, increase vibrancy, and make a place where our local businesses can thrive.

This design guide is an accompaniment to the City of Richmond's Façade Improvement Program and provides ideas to get you dreaming about how to improve your building. It focuses on basic elements that are eligible for funding through the program, but we encourage you to take your ideas to a professional designer to develop them further. Design costs associated with the façade are an eligible expense in the Façade Improvement Program.

**To start,
analyze your
building's
current
appearance
and the
surrounding
commercial
area.**

What

is special about your building and your block that you want to enhance?

How

can you improve what your business has to offer?

How

can you emphasize what you like best about your building and the area?

First, Update the building's physical maintenance.

Regular maintenance is the best investment you can make in your building. Quickly repairing damage and deterioration keeps your building in its best working order and is the best way to preserve the value of your building over the long-term.

It is also your responsibility to maintain your building in good repair. Cracked windows, peeling paint, burned-out lights, and other damages diminish the professional image and appeal of our business districts. Well-maintained buildings express pride and care and enhance Richmond's economic vitality.

The first step in improving your storefront is to evaluate your building's maintenance needs. If repairs or maintenance are needed, they must be completed before or alongside other façade improvements in order to qualify for Façade Improvement Program funding.

Then, Research your building's past, historic architectural styles, and features.

The Arts & Cultural District and its fine storefronts have a rich history. You can frequently find old photographs and documents about your building at the Library of Virginia, the Valentine Richmond History Center, or publications by the Historic Richmond Foundation. Finding a historic photograph is not only fun, but can also be a great guide to rehabilitation.

Consult the City's guidelines for Old & Historic Districts and appropriate City staff before beginning any work and seek out professional design assistance for your project.

Finally, Apply for City permits and programs in advance.

City of Richmond permits are required for most construction projects, and City regulations may require certain activities or designs and prohibit others. Regulations vary by historic district and zoning, so be sure to start by confirming your building's zoning status.

Check on what permits are needed early so that you can be prepared for work to go smoothly. Planning and Development Review staff are ready to sit down with you to review all City approvals that may be necessary to make your project a success.

Storefronts and façades are the most important architectural feature of most historic commercial buildings. They define the character of a historic commercial area like Broad Street and the Arts District.

Storefronts also play a crucial role in your business's advertising strategy to draw more customers and increase your profile. The façade is the face your business puts towards the public, and façade improvements can help your business stand out.

The following pages help guide you through the design choices you will think about as part of a façade improvement project. By making improvements in one integrated project for your building you can get the best bang for your investment and design project buck.



Source: *Broad Street Old and Historic District*, Historic Richmond Foundation, 1986

ELEMENTS OF A FAÇADE

Cornice - Ornamental trim or molding at the meeting of the roof and wall; defines the top edge of the building or the division between the storefront and upper floors

Sign bands or panel - Horizontal area above the storefront and below the second story windows where a sign can be placed

Transom windows - Horizontal windows above the storefront or door

Display window - Large, eye-level windows providing views from the street into the interior of the business that showcases interior activity and goods

Recessed entry - Protects passing pedestrians from out-swinging doors and allows shoppers a sheltered transition to and from the store



ELEMENTS OF A FAÇADE



Cornice - Ornamental trim at the meeting of the roof and wall; defines the top edge of the building or division between the storefront and upper floors

Combination window - Contains lintel over the window, sash within, and sill underneath the window

Cornice between groundfloor storefront and upper stories

Display window - Large, eye-level windows provide views from the street into the interior of the business that showcases goods and services

Recessed entry - Protects passing pedestrians from out-swinging doors and allows shoppers a sheltered transition to and from the store

Skirtboard panels - Area that supports display windows of the storefront

Architectural style, character, and details are core components of how your building and business appears visually. Special architectural details, such as a classic stone cornice or historical decorative flourish, provide visual interest and mark your building as distinctive. Architectural details add to the character of your building and indicate to customers that you value your building and their experience of it.

Key Questions:

- What are the various **architectural features** comprising the storefront and how are they **arranged in relationship** to each other?
- Are there any **decorative elements**?
- Is there a **cornice or other detail** between the first and second floor?
- Are some elements older than others indicating **changes over time**?



Decorative elements in the cornice, signboard, windows, pilasters, and materials are key to the character of this highly-detailed façade.



Previous renovations and changes may become historically significant in their own right. If so, these significant changes should be maintained and preserved. The ironwork storefront on this Grace St building was added when the building was converted from a residence to a store; that change has become a significant part of its historical character and should be preserved as such.

ENCOURAGED

- Uncover and preserve historic details and materials.
- Repair deteriorated or damaged architectural details.
- Replace missing architectural details, when possible, with ones that closely match originals in appearance and materials.
- Define building edges and main entrances with architectural details that are sensitive to the building scale, historic character, and customer experience.
- Remove insensitive additions.
- Recognize changes over time that have become significant in their own right and retain them in good condition.
- Ensure all new alterations are sympathetic to the character of the building, its neighbors, and the district.

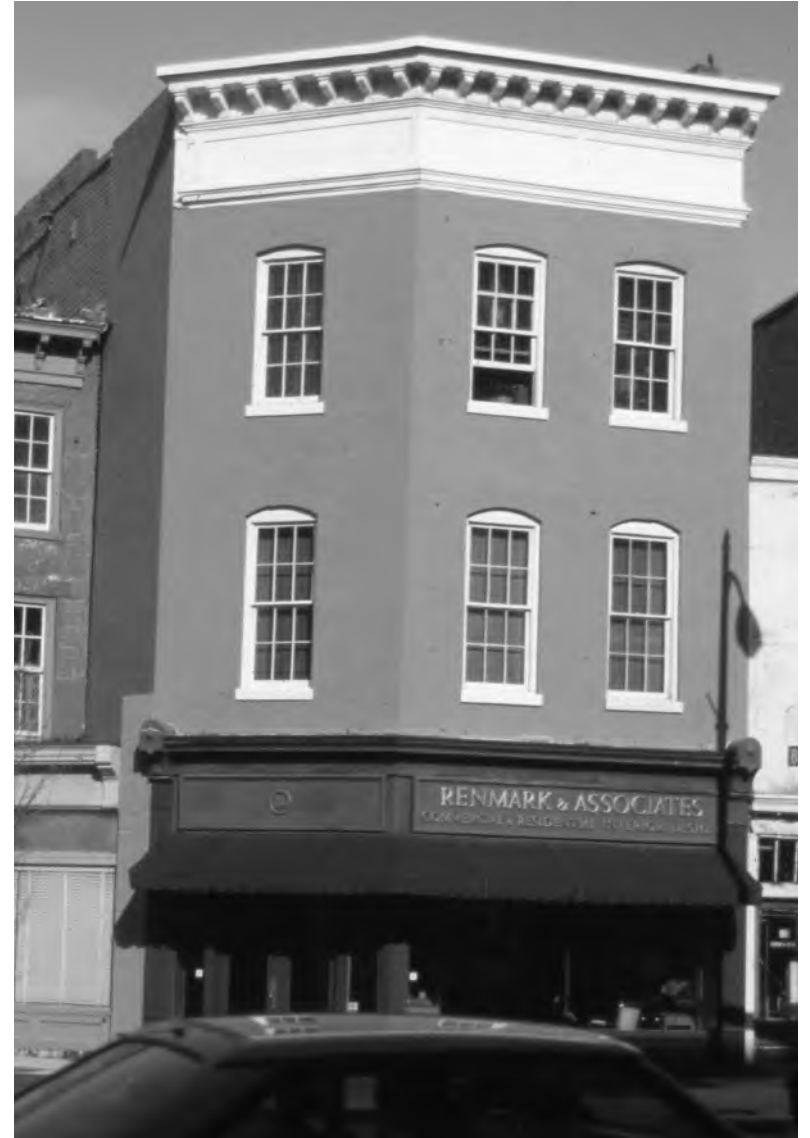
NOT ENCOURAGED

- Covering, obscuring, or removing cornices, trim, or other fine or historic architectural details.
- Alterations that have no historical basis.

1988



1993



200 E. Broad St. Façade Improvement

The façade of 200 E. Broad St. was significantly improved between 1988 and 1993.

Improvements included:

- Removing boards and other window obstructions
- Repairing pilasters and storefront elements
- Replacing damaged materials
- Highlighting architectural details like the top cornice, the combination windows, and the storefront elements including pilasters, signboard, and awnings as appropriate to the building's use.

Since the 1993 renovation, the building's owners and tenants have maintained it in good condition and continued to improve the façade. Large display windows showcase goods for sale and important details are cared for.

2013



The Arts & Cultural District is filled with buildings constructed of historic, durable materials like brick and stone. These traditional materials offer longevity and stability that help give the commercial buildings of the Arts District their grand nature and street presence.

Key Questions:

- What are the construction **materials**? Wood? Brick or other masonry? Metal? A **combination**?
- Is there a **difference in materials** between the storefront and the upper stories?
- Were the storefront and the floors above it created as an **overall design** or were they very different and **unrelated to each other**?



This façade shows a difference in materials between the first floor storefront and the brick upper stories, which each have a different use.

Source: City of Richmond Comprehensive Planning, 1997



ENCOURAGED

- Original storefront materials should be repaired whenever possible. Replacement materials should match existing materials and new materials should be complementary.
- Use durable, low-maintenance materials.

NOT ENCOURAGED

- Covering brick or stone with vinyl, aluminum, or wood siding.
- Alterations that introduce incompatible materials or damage historical materials.

Today, the building houses a restaurant that has added a sign on the signboard and continued to keep the materials in good repair.

Masonry is a term for historic materials

including brick, terra cotta, stucco, tile, mortar, and stone. Masonry is a key characteristic and material of most buildings in the Arts & Cultural District.

The character of masonry is influenced by color, texture, mortar, joint type, and masonry patterns.

ENCOURAGED

- Repair damaged mortar and prevent further weather damage.
- Repair masonry cracks.
- Maintain brick and stone façades with timely tuck pointing to replace deteriorated mortar.
- Ensure mortar used in repointing matches the original mortar in strength, composition, color, and texture.
- Consult City staff and historic rehabilitation professionals about appropriate masonry care. Masonry can suffer substantial damage from poor maintenance and improper repairs.

NOT ENCOURAGED

- Repairing or replacing mortar joints in a manner that does not match existing masonry.





Beautiful, effective lighting provides clear visibility for your storefront. Lighting should be visually appealing and appropriately illuminate storefront signage, window displays, and recessed areas of the building façade. Strategic lighting can also increase the perception of safety for passing customers and supplement the existing street lighting in the area. In general, façade lighting should call attention to the features of the building and the storefront it illuminates, not to the fixture.

ENCOURAGED

- Direct lighting downward at all building entrances and along walkways to maintain security while not casting excessive glare.
- Use lighting fixtures that complement the entire façade and accentuate significant architectural details.
- Light recessed doorways to discourage loitering in off hours.
- Light signs from above, not from behind.
- Use energy-saving light bulbs with a warm, inviting color spectrum.

NOT ENCOURAGED

- Lighting directed towards streets, sidewalks, or adjacent properties.
- Lighting that is too bright.
- Backlighting awnings.
- Internally-illuminated signs.

Key Questions:

Display windows and transoms:

- Are the display windows and transoms single panes of glass or are they divided?
- Are they flush with the façade or are they recessed?
- What is the proportion or area between the display windows and the transom?

Entrances:

- Are entrances centered? Are they recessed?
- Is one entrance more prominent than the others?
- Is there evidence of entrances that have been added or relocated?
- Are the doors original or are they later replacements?

Supporting columns and piers:

- What do the columns or piers supporting the storefront look like?
- Are they heavy or light in appearance? Are they flush with the windows or do they protrude?
- Are they all structural elements or are some columns decorative?



Storefront windows are a key design feature of the Arts & Cultural District.



Corner buildings have two facades; both should be considered and improved together.



Sunshading and other screens may be necessary for your storefront, but should be removable like these blinds. Windows should not be permanently blocked, covered or reduced in size.

ENCOURAGED

- Use windows and doors made of clear glass to allow views into and out of the business.
- Remove boards or other obstacles from upper floor windows.
- Retain original windows whenever possible.
- Improve ADA accessibility to your building.

NOT ENCOURAGED

- Reducing existing window size to accept standard residential window sizes.
- Removing original windows.
- Filling in or covering window openings with wall surface, wood, metal, or other materials.
- Blocking windows or unused doors with storage shelves, product storage, opaque film, or excessive signage.
- Doors that appear to be for a residence, not a business.
- Plexiglas instead of glass.

**A Placemaking Initiative of the the City of Richmond
Department of Planning & Development Review**

900 East Broad St, Room 511, Richmond, VA 23219
<http://richmondgov.com/PlanningandDevelopmentReview/facades.aspx>



MAYOR DWIGHT C. JONES

This Design Guide is based on work by the City of Minneapolis' *Great Streets Facade Design Guide* and the US Department of Interior's *Preservation Briefs: Rehabilitating Historic Storefronts*.

City of Richmond • **arts** DISTRICT Facade Design Guide



Warrenton Urban Renewal Agency

Grant Program Guidelines

Background

The Facade Improvement Grant Program is a matching grant program of the City of Warrenton Urban Renewal Agency approved by the Urban Renewal Agency in 2014. Matching grants to qualified projects will generally be awarded on a first come, first served basis within the dollars allocated for the program per budget year. Since 2014, seven projects have been awarded grant funds to renovate eligible properties in the district. The program is targeted to commercial or mixed-use properties within the downtown area on S Main Ave from E. Harbor Drive to 4th St.

Program Objectives

The purpose of the Facade Improvement Grant Program is:

- To improve the appearance of existing buildings and businesses in the downtown Urban Renewal District through Facade rehabilitation;
- To restore the unique historic character of buildings in the district as much as practicable;
- To encourage private investment in downtown properties and businesses; and
- Improve the business climate and increase business development opportunities.

Projects must achieve clear visible results that enhance Warrenton's downtown image, marketability, and economic vitality. Projects must be designed consistent with the Development Code and consult the "Main Street Design Guidelines Handbook."

Eligibility

The following entities are eligible to apply and receive grant funds:

- Property owners of commercial buildings within the Downtown Urban Renewal District.
- Business owners or tenants of commercial buildings within the Downtown Urban Renewal District with property owner consent.

- No persons may apply to receive funds if funds have been granted in any of the previous five fiscal years.
- Applicants must have a current business license and show proof that property and business taxes are current.

Eligible Improvements

Funds may be used for existing exterior facade improvements and permanent signs on commercial buildings in compliance with Warrenton ordinances. For purposes of this program, facade includes the exterior of any street facing building wall, but does not include interior, roofing, structural improvements, or other site improvements except as specified below. The types of eligible projects include:

- Cleaning, preparation and painting exterior walls and trim in conformance of the approved color palette.
- Repair, replacement or installation of awnings, windows, exterior lighting, and doors
- Repair or reconstruction of entryways
- Repair, replacement or installation of exterior masonry or siding materials
- Removal, repair, or replacement of signs
- Work on cornices, gutters and downspouts
- Removal of barriers to access for people with disabilities
- Soil remediation and asbestos/hazardous material abatement

Ineligible Activities

Examples of projects that are ineligible or activities for which use of funds is prohibited include:

- Refinancing of existing debt
- Interior improvements
- Roofs
- Structural foundations
- Financing of inventory
- Financing of building acquisition
- Working capital
- Landscaping

Timeline

Project must be completed within six months from application approval/or issuance of building permit when required. Extensions may be granted but must be requested prior to expiration.

Financing

A grant fund of up to \$10,000 per property will be available. The first \$5,000 will be an outright grant, the next \$5,000 will be a 1:1 match. This allows a property owner to budget a total of \$15,000 for a project (WURA: \$10K \ Owner: \$5k). This grant will be provided as reimbursement upon completion of the project and submission of approved and paid invoices. Matching funds must be a cash contribution in either design, materials, labor or other hard construction costs.

Application Process

Fill out the attached application and return to City Hall (cityrecorder@ci.warrenton.or.us). If you have any questions, call the City Recorder at (503) 861-0823. Applications will be reviewed with the assistance of the Urban Renewal Advisory Committee. City staff may also consult other partners including the Clatsop County Historical Society, Lower Columbia Preservation Society, and Astoria-Warrenton Chamber of Commerce.

**CITY OF WARRENTON
 FACADE IMPROVEMENT GRANT PROGRAM
 APPLICATION FORM**

Project Address:				
Applicant Name:				
Phone:		Fax:	Email:	
Property Owner Name: (if different)				
Phone:		Fax:	Email:	
Estimated Project Start Date:				
Estimated Project Completion Date:				

URA Grant Amount Requested <i>(no more than \$10,000)</i>	\$
Applicant Matching Funds	\$
Total Project Costs	\$

The statements made herein are true and represent an accurate and full disclosure of all appropriate information as of this date. Applicant understands that the City will retain this application and any other information the City receives, whether or not this loan request is approved. Applicant understands this loan application can become public information; however financial statements, tax returns, project forms and business information documents will be kept confidential. Applicant agrees to enter into an agreement with the City and to work cooperatively with the City and State officials on this project, if funded.

Applicant: _____
 (Printed Name) (Signature)

Owner (if different): _____
 (Printed Name) (Signature)

Submit to Warrenton Facade Improvement
 Program
 PO Box 250
 Warrenton, Oregon 97146
 Email:
cityrecorder@ci.warrenton.or.us

PROJECT COST ESTIMATE FORM

Below is a list of activities that may be eligible for funding. Please enter cost estimates in the spaces below to generate a total cost estimate for your project.

- \$ _____ Awning
- \$ _____ Exterior Lighting
- \$ _____ Masonry
- \$ _____ Painting
- \$ _____ Cornice
- \$ _____ Signage
- \$ _____ Design (Architectural and Engineering)
- \$ _____ Storefront Windows (Transom and Display)
- \$ _____ Upper Façade Windows
- \$ _____ Entry Doors
- \$ _____ Structural Columns
- \$ _____ Storefront Foundation
- \$ _____ Demolition
- \$ _____ Soil Remediation
- \$ _____ Asbestos/Hazardous Material Abatement
- \$ _____ Other (Please specify: _____)
- \$ _____ Other (Please specify: _____)
- \$ _____ Other (Please specify: _____)

- \$ _____ **TOTAL PROJECT COST (Estimated)**

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.	
	<input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate	
	<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.	
	<input type="checkbox"/> Other (see instructions) ▶ _____	
	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):	
Exempt payee code (if any) _____		
Exemption from FATCA reporting code (if any) _____		
(Applies to accounts maintained outside the U.S.)		
5 Address (number, street, and apt. or suite no.) See instructions.		Requester's name and address (optional)
6 City, state, and ZIP code		
7 List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number											
				-			-				
or											
Employer identification number											
				-							

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶		Date ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting*, later, for further information.

Note: If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States.

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items.

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 24% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the instructions for Part II for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code*, later, and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships*, earlier.

What is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code*, later, and the Instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

a. **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note: ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. **Sole proprietor or single-member LLC.** Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or “doing business as” (DBA) name on line 2.

c. **Partnership, LLC that is not a single-member LLC, C corporation, or S corporation.** Enter the entity’s name as shown on the entity’s tax return on line 1 and any business, trade, or DBA name on line 2.

d. **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. **Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a “disregarded entity.” See Regulations section 301.7701-2(c)(2)(iii). Enter the owner’s name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner’s name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity’s name on line 2, “Business name/disregarded entity name.” If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

Line 3

Check the appropriate box on line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3.

IF the entity/person on line 1 is a(n) . . .	THEN check the box for . . .
• Corporation	Corporation
• Individual • Sole proprietorship, or • Single-member limited liability company (LLC) owned by an individual and disregarded for U.S. federal tax purposes.	Individual/sole proprietor or single-member LLC
• LLC treated as a partnership for U.S. federal tax purposes, • LLC that has filed Form 8832 or 2553 to be taxed as a corporation, or • LLC that is disregarded as an entity separate from its owner but the owner is another LLC that is not disregarded for U.S. federal tax purposes.	Limited liability company and enter the appropriate tax classification. (P= Partnership; C= C corporation; or S= S corporation)
• Partnership	Partnership
• Trust/estate	Trust/estate

Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys’ fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

- 1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2—The United States or any of its agencies or instrumentalities
- 3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5—A corporation
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission
- 8—A real estate investment trust
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10—A common trust fund operated by a bank under section 584(a)
- 11—A financial institution
- 12—A middleman known in the investment community as a nominee or custodian
- 13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 5 ²
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

¹ See Form 1099-MISC, Miscellaneous Income, and its instructions.

² However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B—The United States or any of its agencies or instrumentalities

C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a)

J—A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

Note: You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, write NEW at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

Line 6

Enter your city, state, and ZIP code.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note: See *What Name and Number To Give the Requester*, later, for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at www.SSA.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/Businesses and clicking on Employer Identification Number (EIN) under Starting a Business. Go to www.irs.gov/Forms to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to www.irs.gov/OrderForms to place an order and have Form W-7 and/or SS-4 mailed to you within 10 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note: Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code*, earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983.

You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983.

You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABLE accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor ²
5. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee ¹
b. So-called trust account that is not a legal or valid trust under state law	The actual owner ¹
6. Sole proprietorship or disregarded entity owned by an individual	The owner ³
7. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor*
For this type of account:	Give name and EIN of:
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity ⁴
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee

For this type of account:	Give name and EIN of:
14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
15. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B))	The trust

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships*, earlier.

*Note: The grantor also must provide a Form W-9 to trustee of trust.

Note: If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records From Identity Theft

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes.

Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at spam@uce.gov or report them at www.ftc.gov/complaint. You can contact the FTC at www.ftc.gov/idtheft or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see www.IdentityTheft.gov and Pub. 5027.

Visit www.irs.gov/IdentityTheft to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.

Rockaway Beach Community Grant Application

276 S Hwy 101 | PO Box 5 Rockaway Beach OR 97136 | Ph. (503) 374-1752 | www.corb.us



The City of Rockaway Beach may provide community grants to non-profit entities and organizations that serve the Rockaway Beach community. Community entities and organizations that serve the Rockaway beach community, but are not designated non-profits, will need to meet at least one of the following criteria to be eligible for a grant:

- Provides assistance for essential utilities, food, medical needs, clothing or shelter.
- Provides educational or recreational opportunities for children or seniors.
- Generates/supports economic activities in Rockaway Beach.

In evaluating requests, the City will consider the following criteria:

- The requesting organization's history of success and fulfillment of previous grant obligations.
- The organizational and financial stability of the requesting organization.
- The number and types of community members served by the request.
- The ability to measure and track effectiveness of the project or service.
- Grant funds will not be used for travel, budget deficits or for routine operating expenses.

Please type or print clearly:

1. Organization: _____
2. Non-Profit #: _____
3. Mailing Address: _____
4. Telephone No.: _____
5. Email: _____
6. Contact Person: _____
7. Requested Amount: _____
8. Project/Use for funds: _____
9. Attach a letter explaining how the funds will be used, how the evaluation criteria will be met, and any other information relevant to the request and Community Grant Policy guidelines.

Return completed applications and letters to one of the following:

- 1) CityHall@Corb.us
- 2) City of Rockaway Beach
Community Grants
276 S Hwy 101, PO Box 5
Rockaway Beach OR 97136

For additional information please contact the City Hall at CityHall@corb.us or by calling 503-374-1752.

City of Rockaway Beach

Policy: Community Grant Criteria

Number: CG2019

Effective Date: 2019

Approval: City Council

- I. **Policy:** It is the policy of the City of Rockaway Beach to provide assistance to non-profits and for-profit entities and organizations, who serve the Rockaway Beach community.

Community entities and organizations that serve the Rockaway Beach community, but are not designated non-profits, will need to meet at least one of the following criteria to be eligible for a grant:

- Provides assistance for essential utilities, food, medical needs, clothing or shelter.
- Provides educational or recreational opportunities for children or seniors.
- Generates/supports economic activity in Rockaway Beach.

In evaluating requests from non-profit and for-profits entities and organizations the city will consider the following:

- The requesting organization's history of success
- The organizational and financial stability of the requesting organization.
- The number and types of the community members served by the request.
- The ability to measure and track the effectiveness of the project or service.
- The community grant funds will not be used for travel, budget deficits or for routine operating expenses.

- II. **Purpose:** To set forth the procedures, terms and conditions under which the City will consider making grant awards to community entities & organizations as budgeted funds allow.

- III. **Procedures:**

City of Rockaway Beach

- ❖ In reviewing the annual budget, the City Budget Committee will set an amount targeted for community assistance grants.
- ❖ Publish an announcement in the City Newsletter and on the City Website announcing the City will be accepting Community Grant applications. The announcement will continue to run until the application due date.
- ❖ Collect date stamped applications until the deadline.
- ❖ Create a spreadsheet of all the community grant requests received.

- ❖ Schedule a regular City Council meeting for the City Council to discuss and determine who the grant recipients will be and the dollar amount of the grant. The City Council approves the grant recipients and amounts.
- ❖ The City Council approves the City Budget. The grant award is contingent on the Council's approval of the budget and appropriation of funds for the community grants for the upcoming fiscal year.
- ❖ Send a letter to the entities confirming grant amount awarded.
- ❖ Send a letter of regret to entities that were not chosen to receive grants.

Community Grant Applicant

- ❖ Submit a Community Grant application prior to the deadline along with a letter supporting the request. The letter should include how the funds will be used, including the benefit to citizens, number and types (children, seniors etc.) of community members served, positive impacts to the community and any other information relevant to the request. Each evaluation criteria should be addressed for the application to be consider complete.
- ❖ Provide a letter to the City of Rockaway Beach upon completion of the project/or fiscal year end detailing how the funds were used. This shall include a leger of expenses and including recipes for all grant expenditures.
- ❖ Attend a City Council meeting and present how the money was spent, and how it benefitted the community.



[Home \(https://www.orlando.gov/Home\)](https://www.orlando.gov/Home) / [Our Government \(https://www.orlando.gov/Our-Government\)](https://www.orlando.gov/Our-Government) / [Get Involved \(https://www.orlando.gov/Our-Government/Get-Involved\)](https://www.orlando.gov/Our-Government/Get-Involved) / [For Non-Profits and Community Organizations \(https://www.orlando.gov/Our-Government/Get-Involved/Non-Profits-and-Community-Organizations\)](https://www.orlando.gov/Our-Government/Get-Involved/Non-Profits-and-Community-Organizations) / [Apply for Community Investment Grant](#)

Apply for Community Investment Grant

Does your non-profit organization need a grant for a community program?

The City of Orlando awards approximately \$3,000,000 in Community Investment Program grant funds to non-profit organizations.

Eligible applicant organizations may submit a proposal that aligns with one of the following focus areas:

Housing-Focused Services for Persons Experiencing Homelessness

Support for areas in the system that cannot be addressed with federal or state funding. Eligible applicants must utilize the Homeless Management Information System (HMIS) and Coordinated Entry processes. Priority will be given to applicants who utilize the Housing First model.

Service Examples: Assist with housing search and housing placement, provide case management and housing stabilization services, job placement services, services and case management for homeless youth.

Family Sustainability

Support for services that are designed to foster independence and/or equip families living in the Orlando city limits who are at risk of not meeting basic human needs with the skills to live healthy, productive, contributing lives. Youth mentoring programs will not be considered. For youth-based programs, visit [orlando.gov/mmg_\(https://www.orlando.gov/Our-Government/Get-Involved/Non-Profits-and-Community-Organizations/Mayor's-Matching-Grant-Program\)](https://www.orlando.gov/Our-Government/Get-Involved/Non-Profits-and-Community-Organizations/Mayor's-Matching-Grant-Program) or [PKZ \(https://www.orlando.gov/Our-Government/Departments-Offices/FPR/Orlando-Kidz-Zones\)](https://www.orlando.gov/Our-Government/Departments-Offices/FPR/Orlando-Kidz-Zones).

Service Examples: Child Care, job training, immigration assistance, programs for LGBTQ+ individuals, legal assistance, mental health, programs that address literacy or technical challenges or build professional competencies, transportation programs aimed at increasing access to economic opportunity for families.

Domestic Violence

Support for primary prevention initiatives within the Orlando city limits.

Service Examples: Public awareness campaigns, support for building organizational capacity in local domestic violence programs for primary prevention work, as it relates to assessing and influencing change for individuals, communities and institutions.

Support of Seniors

Support for services that promote or maintain senior independence and/or create a social environment in which all senior citizens who live within the Orlando city limits can live independent, healthy and productive lives.

Service Examples: Healthy meal programs, active living and social programs, respite and day care services, health services, transportation programs

Improve Availability, Access and Consumption of Healthy Foods

Reduce hunger and improve health outcomes by increasing access to fresh, healthy, affordable and local food. Support for comprehensive and innovative approaches to food resourcing within the Orlando city limits. The City of Orlando supports collaboration, education, community empowerment, planning, policy, and investment that is devoted to a fair, equitable, and just local food system.

Service Examples: Increasing access to healthy food, food preparation classes, school food, urban agriculture and local foods, and local food as an economic driver to create jobs and grow economies, SNAP outreach, food delivery programs.

Funding will be awarded to provide services to individuals and families living within the Orlando city limits.

Special consideration will be given to grassroots organizations that are either minority-led or serving underrepresented communities to increase equity.

Online

1

Check your eligibility

Non-profit organizations must meet the following criteria:

- Federally registered tax-exempt 501(c)3 nonprofit charitable organizations with at least a 12-month operating history in the City of Orlando as of March 25, 2024 and be in good standing with the IRS
- Organizations whose requested grant will be used in the direct furtherance of the tax-exempt purpose of the organization (and the specific purpose set forth in the application)
- Organizations with clear plans for how they will use Community Investment Program funds to serve clients residing within the Orlando city limits (<https://gis.orlando.gov/orlandoinformationlocator/>).

Non-eligible applicants:

- Those that discriminate or exclude participants on the basis of race, color, creed, sex, sexual orientation, gender identity, age, national origin, religion, disability or marital status
- Third-party or “pass-through” nonprofit organizations or fiscal agents
- Government agencies (but may associate with a government agency)
- Foundations whose sole purpose is fundraising, unless they directly deliver an eligible program are not eligible to apply
- Faith-based nonprofit organizations/programs, unless there is a non-faith-based service that is inclusive and available to all segments of the population
- National nonprofit organizations, unless dollars requested will remain in the Orlando city limits, impacts families who reside within the Orlando city limits and meets grant guidelines

2

Determine you meet our grant criteria

1. The program will make a significant impact to address an identified focus area or community need.
2. The program is comprehensive and available to all affected City of Orlando residents.
3. The nonprofit organization demonstrates effective service and management capabilities.
4. The nonprofit organization demonstrates good fiscal strength.
5. The nonprofit organization successfully leverages City funding to engage diverse funding streams in support of the program.

6. The nonprofit organization or program has a substantial presence in the Orlando community.
7. Proposals should demonstrate extensive community partnerships and coalitions.
8. The nonprofit organization collaborates with businesses and other social service organizations to improve service delivery and create measurable impact.

3

Create a non-profit profile in Central Florida's Non-Profit Search

Applicants must have a *Reviewed* (viewable) portrait by the application deadline. First time portrait submission and any updates to existing portraits must be submitted to the Central Florida Foundation staff by **March 15, 2024** to be eligible for funding.

If you have any questions about how to start or upload your program information, you may contact the Central Florida Foundation at 407.872.3050.

Create or modify your profile (<https://www.nonprofit-search.org/>)

4

Watch a Q&A session

Watch the Q&A Session recording that took place on February 29, 2024, which will answer common questions about the Community Investment Program.

Watch the Q&A Session (https://us02web.zoom.us/webinar/register/rec/WN_ocmeetingId=R3DaTNS9YIDZNMOPaY2L_HyaASR6cS3O8pZnp_5cTbAZmuxGDhpgDumG_PiDu1b3&playId=&action=play?hasValidToken=false&originRequestUrl=https%3A%2F%2Fus02web.zoom.us%2Frec%2FoYUQ6GRAvzQ5aIRL-rwljAK1ejLsUJ3hajYVIBQVvFY4.hN9MIFLERT2BDuY)

5

Submit your application

The FY25 application cycle is now open through Friday, March 29, 2024 at 11:59 p.m.

The application has limited space and design – only the most essential information is requested. In order to be fair to all applicants, we will not review additional attachments, page additions, photos or graphics, or consider additional lines of information beyond defined limits. Failure to comply may result in immediate disqualification of grant request.

Keep in mind:

- Applications must be completed in its entirety as directed. Incomplete applications or those submitted after the deadline will not be considered.

- Applications must be concise when describing programs/services. Limit anecdotal information or general research findings – strong metrics are more important in defining success. When describing impact, use metrics that demonstrate the impact over a defined period of time.

Apply now (<https://www.zoomgrants.com/gprop.asp?donorid=2164&limited=5185>)

6

We will review your application and contact you with its status

Keep in mind:

- The City of Orlando Community Investment Program will accept one application annually per eligible organization during the open grant period.
- Proposals funded in any one year are not automatically assured of receiving future funding.
- The grant term begins January 1, 2025 and ends December 31, 2025.
- While we are committed to supporting nonprofit organizations that serve City of Orlando residents, we are unable to fund every request and at times will award partial funding.

Our Good Neighbor grants are always open. [Learn more.](#)

[About Us](#) ▾ [Grants](#) ▾ [Scholarships](#) ▾ [Visual Arts](#) ▾ [Explore](#) ▾



Funding Priorities

What we support

We look for projects rooted in Oregon and Siskiyou County, California that aim to make a difference in the lives of rural children, ensuring the family, educational and community supports they need to thrive.

If you are seeking a grant of up to \$25,000, please read about our [Open Grants](#). If you are seeking funding above \$25,000, please learn more about [our strategy](#) and review our priorities below.

If you are not sure where your organization's proposal fits in, please [reach out](#) to us. We are happy to work with you. If you are looking for support for individual Oregon artists or arts institutions, [visit our Visual Arts page](#).





Family

Grants aligned with our Family impact area help strengthen connections between a parent or other primary caregiver and a child. We focus on ensuring that children have nurturing attachments from their earliest years, including preventing child abuse and neglect. We also focus on promoting financial stability so that families have the resources they need to care for their children.

Current grant funding examples

- Children's mental health supports
- Parenting support programs
- Domestic violence programs and shelters for families with children
- Child abuse prevention and intervention programs

- Supports for children in foster care
- Maternal-child health programs
- Two-generation family literacy programs
- Family financial education and access
- Earned Income Tax Credit access and utilization
- Scholarships for parents to complete their college education
- Statewide networks and systems reform to support all of the above

[LEARN MORE](#)

Education

Grants aligned with our Education impact area aim to ensure that rural children have the supports and opportunities they need to succeed in their education. Our emphasis is on early childhood education, helping children start strong in their early grades, and preparing students for the transition from high school to postsecondary education or a career.

Current grant funding examples

- Child care and early childhood education
- Early literacy programs
- Family engagement in their children's education
- Programs that support social-emotional learning
- Youth development and summer learning programs
- Programs supporting students of color and marginalized populations
- College and/or career preparation programs
- [Scholarships](#) for aspiring low-income rural and urban students to attend and complete college
- Programs to support low-income, first-generation rural student success beyond high school

[LEARN MORE](#)



Community

Grants aligned with our Community impact area support conditions that help children and families thrive in rural communities. This includes focusing on their local economies, social capital, community visioning and planning capacity, and public gathering spaces.

Current grant funding examples

- Community building and engagement efforts
- Community centers and convening spaces
- Community social service centers (Where direct youth programming is provided)
- Arts and culture centers
- Libraries

- Rural health centers (Federally Qualified Health Centers)
- Disaster resiliency planning and fire halls
- Community economic development planning, feasibility studies
- Community supports for entrepreneurs, including start-ups, business retention, and youth and women entrepreneurs
- Business development services

[LEARN MORE](#)

Examples of what we don't fund



- Adult-only mental health or substance abuse treatment
- Housing, transportation or other basic community infrastructure like water treatment, sewage or lighting
- General K-12 workforce and professional development
- Medical facilities when connected to a larger profit-based system
- Museums without a focus on children or strong outreach programs
- Routine K-12 school curriculum development
- Debt retirement or operating deficits
- Endowments or reserve funds
- Propagandizing or influencing elections or legislation

Let's talk

Want to learn more about The Ford Family Foundation's grant programs? We're here to lend a hand and answer your questions. Please feel free to connect with us